



Please use the form below to report damage to University buildings, contents, art, equipment as soon as reasonably possible to ensure a swift response Risk Management. If a loss is an emergency or repair cost is expected to exceed \$7,500, please contact me at 337-482-1049 or the manager on call/trouble crew at 337-482-6440 (after hours). Do not delay in submitting a claim if the information is incomplete, as missing information can be provided later.

Contact Information:

Department Name _____
Person filing the claim _____
Department Contact E-mail _____
Department Phone _____
Secondary Department Contact _____
Secondary Department Contact Email _____

Location of Loss Information:

Building _____
Location is on Main Campus? YES NO
Room # _____
Address _____
City _____
State _____
Zip _____

Date of Loss _____
Time of Loss _____

Loss Description Information:

Cause of Loss:

Description of Loss:

Please use this field to provide additional information on how the incident occurred (*cause*):

Proactive Measures already taken:

Was Emergency Maintenance contacted? YES NO

If so, what time? _____

Was Restoration Services required and called out (current approved state restoration vendor responded)?

 YES NO

If so, what was the arrival time? _____

File Attachments:

Please attach photos, equipment inventory records, and other related documents. Include applicable StarRez or TMA Work Order Number(s) _____

Please provide an estimated cost of replacing or repairing damaged equipment/property, it will be used to assist Risk Management in the budgeting process. _____

Police Report Filed, (if applicable) YES NO

Police Report # _____

If you have any questions, please contact Carl Taz Winger at 337-482-1840 or safety@louisiana.edu

Data submitted: _____