

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 200-10
Subject: REPORTING LOSS OR DAMAGE OF SCHOOL PROPERTY	Date of Issue: 10/1/82
Preparing Office: Office of the Superintendent	Amended Date: 3/2/11

I. Policy

II. Procedures

- A. The Board of Education of Frederick County carries insurance on school buildings and contents therein for all risks of physical loss subject to certain normal exclusions and appropriate deductible amounts.
- B. In the event of a major loss or damage of school property or equipment from whatever source, the executive director of Fiscal Services must be notified in order that the board's insurance carrier can be notified in a timely manner, and the proper recovery for such losses effected. In addition, in order to maintain the building's security and prevent further damages, the Maintenance Department and the executive director of Fiscal Services needs to be informed in a prompt manner.
 1. In all cases of loss or damage, the building manager and/or designee shall file a notice of loss or damage of property with the executive director of Fiscal Services using the LR1 form, "Notice of Loss or Damage to Property." (Exhibit 1) This form may be obtained via "Form Finder" on the Intranet at InsideFCPS. (<http://insidefcps/formfinder/default.cfm>)
 2. In addition to the LR1 form, if the loss/damage is the result of vandalism and an individual is to be billed for the cost of repair or replacement, the LR1a form, "Loss/Damage to Property Invoicing Notification Report," is also to be completed. (Exhibit 2) This form may be obtained via "Form Finder" on the Intranet at InsideFCPS. (<http://insidefcps/formfinder/default.cfm>)
 3. In all cases of burglary and/or vandalism, the appropriate police authorities are to be promptly notified along with a request to investigate.
 4. When the loss or damage is serious and exceeds the ability of the building custodian to repair, the Maintenance Department is contacted to provide the appropriate assistance. If the school principal, building supervisor, or business manager determines that the loss or damage will exceed \$1,000, the executive director of Fiscal Services is contacted to make arrangements for our insurance carrier to respond to the scene for claim adjustment purposes. The facilities manager, the executive director of Fiscal Services, and the appropriate instructional director will coordinate repairs and/or replacement in conjunction with the board's insurance carrier.
 5. The executive director of Fiscal Services and the facilities manager will coordinate their actions to recover the maximum amount of damages from the board's insurance carrier and/or any third parties who may be responsible for such damage.

Approved:

Original signed by

Linda D. Burgee
Superintendent

FREDERICK COUNTY PUBLIC SCHOOLS
 NOTICE OF LOSS/DAMAGE OF PROPERTY

Claim No. _____

Date of Loss _____ Time of Loss _____ AM/PM Date of Report _____

School Facility _____ Room No./Area _____ Phone No. _____

Police Department reported to: _____ Investigating Officer _____ Case No. _____

Party Responsible for damage (If known): _____

If active employee, please attach a copy of FCPS Receipt for Equipment Form.

Please provide a description of the incident that caused the loss or damage. Be specific. _____

DESCRIPTION OF ITEMS LOST OR DAMAGED				
Use additional sheets if necessary.				
Item Description	Model	Serial #	Estimated Value	Replacement Cost
Total Costs				

DESCRIPTION OF DAMAGE TO BUILDINGS OR GROUNDS	Estimated Repair Costs	Repair Cost	
		Labor	Material
Use additional sheets if necessary.			
Total Costs			

NOTE: Shaded areas for use by Maintenance or Purchasing Departments only.

Report prepared by: _____ (Signature) _____ (Title)

Distribution: (It is the responsibility of the originator to make the appropriate and distribute accordingly.)

1. Executive Director of Fiscal Services
2. Director of Maintenance and Operations
3. Instructional Director
4. Property Accountability Secretary
5. Coordinator of School Security
6. Originator

FREDERICK COUNTY PUBLIC SCHOOLS
 LOSS/DAMAGE OF PROPERTY
 INVOICING NOTIFICATION REPORT

Reg. 200-10
EXHIBIT 2

School Facility _____

Date of Report _____

On _____, _____, _____, damaged the FCPS property listed below:
 (Date of Incident) (Name) (Grade)
 (If appropriate)

DESCRIPTION OF ITEMS AND/OR PROPERTY DAMAGED <small>Use additional sheets if necessary.</small>	REPAIR COSTS		REPLACEMENT COSTS
	Labor	Materials	
Total Costs			

Note: Shaded areas for use by Maintenance or Purchasing Departments only.

Responsible party to be billed for these damages:

Name: _____

Address: _____

Report prepared by: _____

(Signature)

(Title)

Distribution: (It is the responsibility of the originator to make the appropriate copies and distribute accordingly.)

1. Executive Director of Fiscal Services
2. Director of Maintenance and Operations
3. Instructional Director
4. Property Accountability Secretary
5. Coordinator of School Security
6. Originator