

Tips for reducing property losses:

- Do not store paper files in cardboard boxes, store them in plastic containers or in metal file cabinets. If you do have material stored in cardboard boxes have them on shelves or otherwise elevated from the floor.
- Scan valuable paper documents so an electronic copy is available should something happen to the paper copy.
- Do not leave exposed paper on desk or work surfaces when leaving for an extended period of time.
- Backup all electronic files.
- Push all books on bookshelves back from the edge of the bookshelves and do not store items above the bookshelf.
- Raise electronic and scientific equipment up off the floor 6" or more.
- Cover valuable equipment that is particularly susceptible to water damage should water drip onto the equipment
- Report water damage to property immediately as often times there are process that can be employed when something is still wet to preserve it whereas it may be destroyed and have to be replaced if it is allowed to dry.
- Remember employee personal property is not insured and will not be repaired/replaced by the University. Take valuable personal property home, discuss with your personal insurance agent whether they will cover any personal property you bring to campus under your home owner or renters insurance policy, and take the above precautions for any remaining unprotected personal property.