

MABE Group Insurance Pool
621 Ridgely Avenue, Suite 300, Annapolis, MD 21401



NOTICE OF PROPERTY LOSS

The Notice of Property Loss form is to be completed by the Department of Maintenance or designated department.

The completed form and all supporting documentation are to be sent to:

Rhonda Meleen, Coordinator of Fiscal Services

rkmeleen@smcps.org or fax to 301-475-4228

PROPERTY LOSS INFORMATION					
SCHOOL BOARD NAME:		St. Mary's County Public Schools			
DATE OF LOSS:		TIME:		AM/PM:	AM
TODAY'S DATE:					
FACILITY NAME:					
FACILITY ADDRESS:					
CITY:					
STATE:	MD	ZIP CODE:			

LOSS DETAIL (please select the PRIMARY Loss Codes via the drop down menu's)			
LOCATION:	Enter Location from list on page 2	ESTIMATE OF DAMAGE:	\$
PERIL/CAUSE:	Enter Peril/Cause from list on page 2	* POLICE/FIRE REPORT No.:	
LOSS TYPE:	Enter Loss Type from list on page 2		
DESCRIPTION OF LOSS: (narrative in your words, mention if there are multiple locations effected etc.)			
<small>Include type of loss (e.g. fire, vandalism), property involved (e.g. building, furniture, equipment, supplies, leased personal property), cause, location of damaged property (if moved to another site), and result if known. Attach additional pages as necessary. Attach repair or replacement invoices or estimates if available.</small>			

(the following must be completed)

BOARD CONTACT PERSON:		CLAIM REPORTED BY:	
Name:	Rhonda Meleen	Name:	
Title/Dept.:	Coordinator of Fiscal Services	Title/Dept.:	
Address:	Leonardtown, Maryland 20650	Address:	
Phone #:	301-475-5511, ext 183	Phone #:	
Fax #:	301-475-4228	Fax #:	
Email:	rkmeleen@smcps.org	Email:	



CODE REFERENCE LIST

#	LOSS LOCATION	PERIL/CAUSE	PRIMARY RESULT
	Where on the grounds of the facility, listed on the loss report, did the primary loss occur?	What was the primary cause of the loss?	What was the primary result of the loss?
1	Activity Room	Arson	Asbestos Dispersal
2	Administrative Offices	Burst Pipe - Freezing	Boiler Damage
3	Auditorium	Burst Pipe - not Freezing	Ceiling Damage
4	Bath Room	Collapse	Contents Damage
5	Boiler Room	Contamination	Contents Lost
6	Cafeteria	Corrosion	Contents Stolen
7	Class Room	Discarded	Equipment Damage
8	Computer Lab	Electrical Fire	Floor Damage
9	Crawl Space	Equipment Failure	Food Spoilage
10	School Grounds	Explosion	HazMat Release
11	Exterior Wall	Fire	Mold Damage
12	Gymnasium	Flood/Surface Water	Not Classified
13	Hallway	Lightning Strike	Playground Damage
14	Health Suite	Not Classified	Roof Damage
15	Industrial Arts Shop	Power Failure	Sidewalk Damage
16	Locker Room	Roof Leak	Smoke Damage
17	Mechanical Room	Sewer Back Up	Structure Damage
18	Media Center/Library	Snow Load	Total Structure Loss
19	Music Room	Sprinkler Leak	Water Damage
20	Non Sport Out Bldgs.	Theft – other than Electronics	
21	Not Classified	Theft - Electronics	
22	Off Premises	Vandalism	
23	Outdoor Sports Bldgs.	Vehicle Accident	
24	Parking Lot	Wind	
25	Playground		
26	Pool		
27	Portable Classroom		
28	Roof		
29	Stage		
30	Storage Room		
31	Science/Chemistry Lab		