FAQ

1. Is it necessary to tag all inventory?

   Property under a certain value, such as $50 to $250 can be lumped together and tagged to a building. The inventory does not have to be tagged to a specific room, just a building.

2. Can an inventory be performed in detail in one room and then that will be the same inventory for a number of rooms if they match in kind as far as what the room has for inventory?

   Yes, you can do one room in detail and then apply that inventory approach to the same, like and kind of room with the same building.

3. Our insurance coverage is for replacement but what if the piece of equipment is old but they have it insured at a value as to what it would cost today, would they get that amount?

   If the equipment is old and you have it insured at replacement cost, you would get replacement cost on that equipment.

4. We update our inventories on campus every year, but what if the value of a department’s inventory greatly increases before that, would it not be best for UND to update that inventory per building sooner?

   State Fire and Tornado, the coverage is 90/10. If your total inventory per location increases more than 10% during the year, we need to increase the insurance coverage for that location before the end of the year renewal. Contact Office of Safety at 7-2785.

   Inland Marine is now under Thompson Insurance. A detailed list of our inventory is given to the carrier prior to Sept. 1. If equipment is added or deleted and it would be insured under our Inland Marine carrier, contact Office of Safety to have it added/deleted on their spreadsheet. Before Sept. 1, that spreadsheet is given to our carrier and our premium is adjusted accordingly. If, however, it is a large ticket item valued at $500,000 or more, contact Office of Safety and the info will be provided to the carrier immediately.
5. Can forklifts and outdoor equipment be insured under a building if that forklift or outdoor equipment never left the complex?

Yes

6. A State Fleet vehicle damages state property but there is no damage to vehicle, would it be covered by Risk Management or State Fire and Tornado.

It would be covered under State Fire and Tornado. State property is not covered by Risk Management.

7. If UND employees use their personal cars for a workshop, seminar and they take UND property that is insured under State Fire and Tornado, would State Fire and Tornado cover the loss if someone broke into their personal cars and stole the UND property?

Yes, if there are visible signs of forced entry and it was reported to the police (police report must be made available to State Fire and Tornado). All items should be moved to the trunk if possible.

8. How is personal property taken off-premise insured?

Personal Property that is not intended to be used within, to maintain or service the building or structure on its premises must be coded Off Campus if it gone from campus more than 7 consecutive days. It is insured thru Inland Marine.

Personal Property that is intended to be used to maintain or service the building or structure on its premises must be coded to the building it is normally stored in if gone from campus for ninety (90) consecutive days. It is insured thru State Fire & Tornado.

9. What location on our inventory sheets should be used for inventory that is taken off campus that will be specifically used for outdoor activities? What if the equipment is stored in a building or trailer and locked up at night?

Inventory that is used for outdoor activities, exposed to the outside elements, and away from campus, must be coded to “OFF-CAMPUS EQUIP.” It needs to be coded to this even if it is stored in a building or trailer at night. It is exposed to the outdoor elements during the day. If you do not code it to OFF-CAMPUS, there will be no insurance coverage. It needs to be insured through our Inland Marine carrier.
10. Departments like Teaching & Learning that provide all types of equipment to support faculty at UND find it difficult to lock items when it is between classes.

    We should secure equipment whenever possible or when not in use. The use of Kensington locks to secure portable equipment to fixed objects should be done.

11. Is UND property covered while in transit?

    **State Fire & Tornado**

    Items damaged in transit in a vehicle must be caused by or the result of one of the following causes

    1) vehicle collision or upset
    2) theft

    Items moved across campus must be transported in a University vehicle.

    **Inland Marine**

    With Inland Marine, it is worldwide coverage and insured at the scheduled amount including transit.

    All inventory can be insured through Inland Marine and receive the Worldwide coverage. If the inventory is coded to a building, contact Office of Safety and it can be insured through Inland Marine until it is received back at UND and then it is insured under the Building it is located in again. Must keep in contact with Office of Safety as to the departure of the item and the return of the item.

12. How does the University insure boats, trailers, off road equipment, and GEM cars?

    These are insured through our Inland Marine policy and should be listed as On-CamArea on your inventory sheets.

13. Is there coverage for faculty/staff personal property located at UND?

    To be insured, it must be in the care, custody and control of UND. This has to meet strict criteria and almost always personal items belonging to employees are not covered by UND insurance policies.
14. Are items taken anywhere in the United States, Canada, and Puerto Rico covered by insurance?

Property that is covered by State Fire & Tornado is covered in Canada and Puerto Rico. Property that is covered by Inland Marine is covered worldwide for the amount scheduled.

15. How do we insure fences, towers, satellite dishes, etc.?

Fences, towers, satellite dishes over $5,000 should be insured separately with State F&T for better coverage. Contact Office of Safety at 7-2785 to insure these items.

16. How to insure equipment valued over $500,000 and the location code is “Off Campus” or OnAreaCam”.

Must contact Office of Safety to have it insured.

17. Can items be insured before they arrive on UND property?

Items must be the property of UND and located on premise before items can be insured.

18. How do we insure software?

Software should be licensed and therefore, in the event of a loss, the department should be able to get another copy from the company.

19. What if someone hacks into our computer and damages our research data or removes confidential information?

There is no coverage for cyber terrorism.

20. How do we insure data that is on our computers?

All information on our computers should be backed up by a network or CD.

21. How to insure Fine Arts which includes manuscripts, works of art, antiques or rare articles (including etchings, pictures, statuary, marbles, bronzes, porcelains insured?

If determined to be Fine Art, must list as such on inventory sheets, and it will
be insured through our Inland Marine provider at replacement cost.

22. How do we insure trucks, tractors, road machinery, trailers, GEM cars, watercraft or similar property?

These items must be inventoried as OnCamArea and then insured under our Inland Marine policy. The deductible currently is $2,500.

23. How do we insure items that leased/rented?

Leased/rented items that are valued at $100,000 or less are covered under our Inland Marine policy. There is no aggregate and no time limit. For example, if an item is valued at $100,000 and it is leased/rented for 10 years. This item is covered under the Inland Marine policy. DO NOT LIST LEASED/RENTED EQUIPMENT ON YOUR INVENTORY SHEETS IF THE VALUE IS $100,000 OR LESS. Departments may want to tag it so that they can keep track of the item. If item costs more than $100,000, must contact Office of Safety to have it insured.

24. How do we insure lawn, garden equipment, golf carts that service the campus of UND?

Outdoor equipment (lawn and garden equipment) that is used to service the campus of UND, can be coded to the building location that it is stored in at night. The item must service the premises of UND. The item must not be located outdoors for 90 days or more. Motorized vehicles and equipment that is used for maintenance of roads must be coded “OnCamArea” and they are insured through Inland Marine.

25. Rent a trailer for a short period of time, how is this insured?

This can be added to the Inland Marine coverage. Should check with facility renting the trailer as to whose responsibility is it to insure. If we insure it through the Inland Marine policy, remember the deductible is $2,500. The vendor should be informed of this. Some trailers do not have a value of $2,500.

28. If a piece of equipment takes specialized installation, should we include the installation costs to the replacement cost of the item.

Yes
29. How are leased copiers insured?

All leased copiers that are run through Sherry at Duplicating are insured by the vendor. If the department has purchased a copier, notify Safety of it with the following information:

Date of lease or purchase, serial number, make & model, value and inform Office of Safety at 7-2785.

30. Is equipment installed in a non-owned vehicle or aircraft insured?

Yes, if it coded to “Off Campus”, it is insured through our Inland Marine policy.

31. Are laptops and other equipment that are damaged while airborne insured?

Yes, if it is coded to “Off Campus”. There are no exclusions under the Inland Marine policy for items in an aircraft. There is no coverage with State Fire & Tornado if UND owned equipment is damaged while airborne or on a watercraft.