



Date of Issue	October 2009
Original Date of Issue	September 2007
Subject	DAMAGE OR LOSS TO BOARD AND/OR NON BOARD PROPERTY
Reference	
Links	FORM A5510-1
Contact	Facility Services

1. Purpose

This Administrative Procedures Memorandum provides guidance for reporting damage or loss to board and/or non-board property that takes place on board property or at board sponsored events. These procedures are to assist the Board and Insurer in their investigation. FORM A5510-1 is used to convey critical information, to assist in claim analysis and to determine if further action is required.

2. Notify School/Education Centre

2.1 The school principal or person in charge must be notified as soon as possible when damage or loss occurs to board and/or non-board property that takes place on board property or at board sponsored events.

3. School Principal or Person in Charge to Notify

The school principal or person in charge:

3.1 shall notify their local police department to report the incident if warranted.

3.2 shall notify the Board and/or owner of lost or damaged property.

3.3 shall notify insurance and risk by telephone/e-mail and by completing and forwarding FORM A5510 - 1.

4. Retaining Evidence

4.1 For damage or loss that requires further investigation due to the seriousness or circumstances that could result in a claim or implicate the Board, evidence is to be retained. The Board's insurer and insurance and risk will advise on the specific evidence to be retained, but in general photographs are required:

4.1.1 Photographs of incident locations, damage incurred, and specific area where damaged property is discovered are required. The photo is to include the date, time, location, and name of the photographer and is to be submitted to insurance and risk.

5. Completing, Retaining and Providing Copies of FORM A5510 – 1

5.1 Since FORM A5510 - 1 could be used as evidence in legal proceedings, the report should be completed in ink by the principal or person in charge, be legible, and contain only factual information.



- 5.2 Where the owner of damaged or lost property requests a completed copy of FORM A5510 - 1, contact insurance and risk for confirmation before releasing any information. In all instances, details identifying witnesses are to be removed from the copy to be released.
- 5.3 Students are not authorised to complete or sign FORM A5510 - 1. They may, however, be named as witnesses.

6. Investigations

- 6.1 The school principal or person in charge shall instruct staff not to provide information to anyone other than the police, appropriate Board staff and the Board's Insurer.
- 6.2 Staff may receive verbal or written communication about the incident from a claimant, a claimant's legal guardian, legal counsel or insurance company. Staff shall not discuss any details of the incident and shall advise the school principal or person in charge and insurance and risk of the communication immediately.

7. Restitution

- 7.1 Where the individual(s) causing the damage have been positively identified by the school/facility or by police it is board practice to seek restitution for the monetary value of the damages caused. APPENDIX A is to be used to calculate the amount if you are approaching student/parent/ guardian for restitution.
- 7.2 The collection of monies can be initiated either by insurance and risk, in conjunction with accounting, or collected through the school and forwarded to Insurance and Risk. Please forward FORM 5510-1 for either collection method.
- 7.3 The school principal or person in charge can recommend alternatives at their discretion to monetary restitution in so much as the circumstances warrant. This plan must be attached to FORM A5510-1.
- 7.4 Where police have not been involved insurance and risk will prepare, based on amount from work orders apportioned to the responsible parties, an invoice and standardized letter. OR school can calculate cost using Vandalism Restitution Grid (APPENDIX A) and collect restitution, forwarding funds collected to insurance and risk. Standard board collection processes will apply to overdue payments.
- 7.5 Where the police have been involved the school principal and insurance and risk will communicate to the police that restitution shall be sought. The court system usually determines the terms of restitution. The court plan must be submitted to the insurance and risk assistant. If the plan is monetary restitution, it will be processed by insurance and risk using original invoices to calculate the value submitted to police. If other than monetary insurance and risk will discuss with the principal as required.

First Issued September 2007
Revised October 2009

Issued under the authority of the Director of Education



Damaged Item	Type	Cost of Replacement Glass	Cost of Parts	Custodial Labour	Maintenance Labour	Admin Fee	Total Charge
Lockers	Door replacement		\$150 ea.	Regular Time = Number of Hours X \$22.00 Overtime = Number of Hours X \$33.00 \$33.00/Hr>Contact your Custodian for hours if Applicable	Regular Time = Number of Hours X \$40.50 Overtime = Number of Hours X \$40.50 Contact Maintenance Dispatch for hours if Applicable	\$25	Total Charge = Cost of Parts + Cost of Labour + Admin Fee + GST
	Full locker replacement		\$400 ea.			\$25	
Graffiti	Small (size/surface)		\$200			\$25	
	Medium		\$400			\$25	
	Large		\$800			\$25	
	Portable(s)		\$200			\$25	
	Washroom Stall		\$200			\$25	
	Full Washroom		\$1,500			\$25	
Window	GPW (Wire Mesh)	\$14.75/sq ft	\$7/sq ft			\$25	
	Thermo (Double Pane)	\$15/sq ft + \$30	\$7/sq ft			\$25	
	Double Diamond	\$6.50/sq ft	\$7/sq ft			\$25	
	Laminated	\$15.00/sq ft	\$7/sq ft			\$25	
Wall Damage	Small		\$300			\$25	
	Large		\$500			\$25	
Locksets	Knob - 63K		\$150			\$25	
	Heavy Duty Lever Handle		\$250			\$25	
	Crashbar/Panic Hardware		\$600			\$25	
Door Closures			\$220			\$25	
Ceiling Tile			\$10/tile			\$25	
Washroom Partition	Door		\$500			\$25	
	Panel		\$500			\$25	
Toilet - Plugged			\$150			\$25	
Toilet Tissue Dispenser			\$25	\$25			