EQUIPMENT INSURANCE GUIDANCE

PROCESS TO INSURE EQUIPMENT

➢ Complete the Equipment Inventory Form found here: Equipment Insurance | Office of Legal Affairs (utdallas.edu) and send to Risk Management.
➢ The request will be considered. Not every piece of equipment is eligible for coverage under this policy.

EQUIPMENT SCHEDULE

➢ The schedule of equipment covered under this insurance program is kept by Risk Management.
➢ Each October Risk Management will reach out to department contacts to confirm ongoing coverage.
➢ Equipment is not insured automatically. Coverage under this policy has to be specifically requested and approved by Risk Management.

DEDUCTIBLE

➢ The deductible is $2500 for most items. Departments are responsible for the cost of the deductible.

LOANED EQUIPMENT

➢ Equipment that is loaned to UTD from another institution or entity is often insured pursuant to a loan agreement.
➢ Loan agreements are available from Risk Management.

EQUIPMENT REPAIRS

➢ Repairs to equipment are not covered under our equipment insurance.

COVERAGE

➢ Equipment insurance covers damage to scheduled equipment that occurs due to external forces.
➢ Examples are water damage and lighting strikes.