



# Facilities & Maintenance

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Working together to make GSU safe.

Meeting Purpose: We need your help

Claims Reporting

# Claims reporting

- Report all claims within 24hrs so we can reduce further damage and limit any exposures.
- Notify Insurance & Risk Management and provide details of the loss. To reach us please call Lajanda Casey at 404-413-9546, Fred Bibbs at 404-413-9548 or email [risk@gsu.edu](mailto:risk@gsu.edu).
- Facilities will need to mitigate the loss the best they can until one of the chosen vendors have arrived to assess or complete the job.
- Contact next vendor on the list for the job. We must not use the same vendor from the last job unless other vendors cannot come to the job in a timely fashion.
- Let us know how we can help you determine who to call on the vendor's list.

# Property Loss Definition

- Damage or loss to property owned, leased or rented by GSU. This includes damage or loss to GSU property resulting from but not necessarily limited to, damage caused as a result of wind, water leak, hail, rain, ice, snow, freezing, explosion, contamination, mechanical breakdown, fire, theft and vandalism.
- Property loss investigation by DOAS and what they look for....

# 1. Securing the facilities

Make

Make sure all facilities are locked and secure.

Inspect

Inspect locks to make sure there are no issues or problems, and locks are functioning correctly.

Make

Make sure we are using the proper locks for all facilities, so they are secure from any intruders.

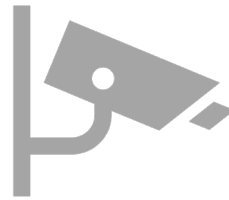
## 2. Avoiding hazards & Risk

Complete	Complete a walk around to make sure items are functioning at facilities.
Keep	Keep floors clear of debris, hazardous materials, large boxes or items to avoid incidents.
Make	Make sure fire extinguishers are regularly inspected by the proper department and mark inspection date.
Keep	Keep papers, boxes, and other objects away from water heaters, boilers or safety exits.
Make	Make sure all safety exits are correctly labeled and clear from all objects.

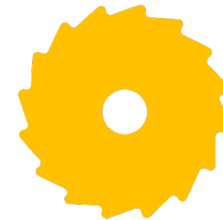
# 3. Inspection of GSU properties



Check to make sure that safety guards are properly placed on equipment or tools.



Maintain regular checks to ensure security cameras are working and recording at all facilities.



Check locations to make sure no items are exposed that can cause cuts, scrapes or harm. If items are exposed, they will be marked for repairs as soon as possible to limit exposure of a claim

# Conclusion

- Team work between Facilities, IRM, and contractors
- Annual CLCP and how it is used.



## 4. Slip & Fall protocol

1

Replace burnt out light bulbs promptly

2

Cover cables or cords in walkways

3

Check floor conditions inside & out

4

Report any injury from the slip and fall

5

Secure photos of where the incident occurred

6

Make sure an incident report is taken for the accident.