

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.