

Electronic Equipment Breakdown Insurance Program Program Overview

What is Electronic Equipment Breakdown Insurance and Why is the District Participating?

The Electronic Equipment Breakdown Insurance Program was started in the District in 2014. This program offers equipment breakdown insurance coverage for repair of equipment items that are electronic in nature.

Equipment Repair Paid from Department Budgets (Current State)

Currently the Departments of Building and Grounds, Custodial and Grounds, Food and Nutrition, Purchasing, Technology and Transportation participate in this program by monitoring and submitting information on all qualifying equipment repair expenditures for reimbursement from our insurance provider. The program is managed by the Building and Grounds Department for the District.

Equipment Repair Paid from Building Controlled Activity Funds Budgets (Desired for Inclusion)

The District is asking that all Building Administrators who have typically used Building Control budget monies, or in the case of our secondary buildings, Activity Fund monies, for repair equipment items that are electronic in nature to submit their claims via email to Marci Crain at mcrain@crschools.us with the pertinent information on the equipment being repaired along with the supporting documentation. This information will then be submitted to our insurance provider for possible reimbursement of equipment repair expenses.

Electronic Equipment Breakdown Insurance Program

The Cedar Rapids Community School District currently has an Electronic Equipment Breakdown Insurance Program Policy in which electronic equipment that needs repair is submitted to our insurance provider for reimbursement.

The District needs your assistance in capturing this equipment that, in the past, you may have had repaired by an outside vendor or your Building Engineer or did not submit a work order in the system. The following is a list of some of the equipment that our insurance provider covers. Keep in mind this may not be the total list.

If you think it may be a possible qualifying equipment, please contact Marci Crain in the Building and Grounds Department at email mcrain@crschools.us or phone 319-558-1191.

<u>Facilities Equipment:</u>	<u>Office Equipment:</u>
Clothes Washers and Dryers	Binders
Concession Stand Equipment	Calculators
Vending Machines	Card Readers
Electrical & Electronic Pool Equipment	Coin Sorters / Packagers
Kilns	Electrical & Electronic Office Equipment (Staplers, Hole Punchers, etc.)
Pitching Machines	Electronic Typewriters
Sports Time / Measure / Record Systems	Laminators
Binders	Microfilm Reader / Printers
	Microfilmers
<u>Classroom / Shop Equipment:</u>	Shredders
Electric & Electronic Auto Shop Equipment	Time & Attendance Systems
Electric & Electronic Fitness Equipment	
Electric & Electronic Laboratory Equipment	<u>Communications Equipment:</u>
Electric & Electronic Sewing Equipment	Audio / Visual Systems
Electric & Electronic Shop Equipment	Radios
Electric & Electronic Wood Shop Equipment	
Electronic Audio Visual Equipment (VCRs, Disc Players, Projection Devices, etc.)	
Electronic Band Equipment	
Electronic Photo Shop Equipment	
CN including Satellite Dishes	

Please include any supporting documentation such as the Vendor Invoice, the Manufacturer / Model Number / Serial Number of the equipment, any pool part cost and in-house labor hours.

Electronic Equipment Breakdown Insurance Program Steps to Submitting for Qualifying Equipment

1. Identify the appropriate forms required for the qualifying equipment:
 - Complete the Damage Loss Form at <http://damageloss.cr.k12.ia.us/>. Be sure to select the “Electronic Equipment Breakdown Insurance Program” box
 - Submit a Work Order in SchoolDude at <https://login.schooldude.com/?page=%2Ftoolbox%2Fmydtwo%2Fmddefault%2Easp%3F&ProductID=MD>
Your Building Engineer or Secretary can assist if you do not have access to School Dude
2. Email any supporting documentation such as Vendor invoices to mcrain@crschools.us
3. If the equipment is not repairable and needs to be replaced? Submit the Cash Out Form attached
4. Questions? Contact Marci Crain in the Building and Grounds Department at mcrain@crschools.us or 319-558-1191

Program Notes

- Receipt is required for parts over \$200.00.
- If the repair would exceed \$5,000.00, our insurance provider needs to be involved.
- Do NOT use the word obsolete or cannot repair.
- Preventative Maintenance is covered per the manufacturer’s specifications.
- Include a description of the service performed.
- More information is better. Troubleshooting and diagnoses need to be detailed and specific.
- Include the invoice if an outside vendor is used.
- Outside lights are NOT covered.
- Standard trip charge is \$15.00.

Electronic Equipment Breakdown Insurance Program

Policy Covered Items

When completing the “Action Taken” on the Work Order, be specific and use terms associated with the equipment that needs repaired. Include the Manufacturer, Model # and Serial Number. The current insurance policy includes a yearly allowance that covers consumable cost such as batteries, filters, etc., please include these costs as well in the “Action Taken.”

- **Grounds:** Push Lawn Mowers, Weed Wacker, Leaf Blowers, Pole Trimmers, Field Liners, etc. (Most things that are electronic in nature with the exception of riding equipment)
- **Maintenance:** Fire Alarms, Police Alarms, CCTV System Card Access Systems, Electronic Gates, Electronic Library Security Systems, Motors for Bleachers & Basketball Hoops, Auto Light Sensors, Pitching Machines, Stage Lighting Controls, Emergency Lights, Aiphones, Intercoms, Overhead Paging, Master Clock Systems, Kilns
- **Plumbers:** Drinking Fountains (Compressor and Pumps)
- **Kitchen:** Ranges, Ovens Reach-in Refrigerators, Microwaves, Reach-in Coolers, Freezers, Steamers, Mixers, Slicers, Warmers, Dishwashers, Disposer, Fryer, Toaster and Ice Machines
- **Carpentry:** Electronic Doors, Electro Magnetic Door Hold Open, Card Readers
- **Custodial:** Scrubbers, Shampooers, Sweeper, Carpet Machine, Spotter (None of which can be riding), Clothes Washers and Dryers
- **Transportation:** Bus Radios, Hand Radios, Cameras

Scoreboards: Indoor, Outdoor and Sports Time, Measure, Record Systems

Classroom Equipment - Electrical and Electronic Equipment of the following: Auto Shop, Fitness, Laboratory, Sewing, Shop, Wood Shop and Band, Kilns,

Including – Audio Visual Equipment (VCR’s Disc Players, Projection Devices), Overhead paging, Intercom, Clock Systems, Radios, Telephone Systems and VMS (ports & users – 2147 ea.)

Preventive Maintenance: Any preventive maintenance that is associated with the above covered equipment is limited to the requirement of the ORIGINAL EQUIPMENT MANUFACTURER’S specifications and reimbursement applies only to Travel and Labor.

Electronic Equipment Breakdown Insurance Program

Policy Exclusions

- Building Wiring and Cabling
 - Calibrations Including Tuning - Electronic unit that needs calibrated
 - Certifications – If fire alarms need certified
 - Color Supplies and Color Drums – N/A - Copiers are not on equipment breakdown
 - Consumables such as Supplies, PM Kits, Bulbs, Ink Cartridges, Batteries unless noted otherwise
 - Cosmetic Restoration (including, but not limited to scratches, dents and broken or cracked parts that do not otherwise affect the functionality or materially impair the intended use of the equipment)
 - Equipment which is not Electrical or Electronic in Nature including Snow Blowers, Walk Behind or otherwise (except Push Lawn Mowers, Leaf Blowers and Weed Wackers)
 - Exterior Overhead Doors
 - Furniture and Fixtures – no electronic faucets or toilets (except Drinking Fountains - plumbing excluded, but compressor and pump are covered)
 - Gas Powered Motorized Equipment – including Snow blowers, Walk Behind or otherwise, Pole Saw, Rotor Tiller, Chain Saw, Seeder, Edger, Pressure Washer, Auger, Cultivator, Hedge Trimmer, Power Rake and Field Liner (except Push Lawn Mowers, Leaf Blowers, and Weed Wackers)
 - HVAC including Plug-in A/C's
 - In-House Employee Labor on High Voltage Equipment
 - Obsolescence
 - Physical Plant Equipment such as Elevators, HVAC, Walk-In Refrigerators/Freezers, Sump Pumps, etc.
 - Production Print/Press Equipment – printing / producing school related material in mass quantities
 - Recommended User Maintenance (i.e., clearing paper jams, toner installation, etc.)
 - Refurbishments – the cost to a unit that needs to be refurbished or overhauled would not be covered
 - Replacement of Missing Parts and/or Components
 - Software
 - Upgrades
 - Vehicles, Tractors, Heavy Equipment, ALL Vehicles
 - Water Related Equipment – No water heaters, water softeners, irrigation equipment (except Drinking Fountains - plumbing excluded, but compressor and pump are covered)
- Note:**
- *All coverage is subject to the actual insurance provider policy provisions*
 - *Repairs which exceed \$5,000 must be reported to our insurance provider for authorization prior to commencing any repair*

Electronic Equipment Breakdown Insurance Program Cash-Out Form

Date:

Department:

School:

Approval:

Manufacturer:

Model:

Serial Number:

Problem:

Cost to Fix (written estimate is preferred):

Cost of the Unit (what we actually paid for the item):

Notes:

- Any money from a Cash-Out for equipment, as well as new equipment to replace the cashed out equipment, **MUST** be given to Krystle Braumann to update the files.
- The above information needs to be obtained prior to submitting to our insurance provider.
- The insurance provider Technical Services Department will then review and determine a Cash-Out offer, if eligible.