



## Equipment Breakdown Loss

VAcorp requests Members follow the below steps when an Equipment Breakdown occurs.

### Reporting

- Notify VAcorp as soon as possible.
  - Reporting through [www.vacorp.org](http://www.vacorp.org) provides an immediate claim number
    - Use this claim number on all future correspondence related to this loss
  - Members can include photographs and estimates at time of initial report
- Provide the following:
  - Loss Location Name and Address
  - Date of Loss
  - Cause of Loss
  - Summary of Damages
  - Name and Contact information for the primary contact
  - Estimated amount of damage

### Action Steps

- Take photographs and document the loss
- Take steps to protect existing property from further loss
- Begin salvage or clean-up immediately
- Make temporary repairs if necessary to prevent further loss or damage
- Keep any receipts for temporary repairs or other loss related expenses
- Retain any items or damaged equipment for inspection
- Document the items that will need to be discarded
- Do not repair equipment until we have the opportunity to inspect the equipment

If the loss is expected to be \$25,000 or less:

- Please obtain repair estimates
- Send repair estimates to [estimates@riskprograms.com](mailto:estimates@riskprograms.com)
  - Place the claim number in the subject line
  - Include any receipts from temporary or emergency repairs

If the loss is expected to be above \$25,000:

- We will assign an appraiser to come out and inspect the damages
- An appraiser will be in contact with you to schedule a time to inspect the damages

Complete the Content Inventory Spreadsheet and provide that to the appraiser if there is content damage.