
EQUIPMENT INSURANCE PRE- RENEWAL 2011 CHECKLIST

For the 2011-2012 policy year, the Equipment Insurance program is significantly changing the coverage structure. See <http://f2.washington.edu/treasury/riskgmt/insure/EIS/renewal2011> for detail.

Therefore, this year will require more analysis and preparation than usual.

Between now and Nov. 1, 2011:

- Review all your items and decide which deductible you want on each.
 - You can't act on this until Nov. 1, but it will take you (and your PI, administrator, or other interested party) some time to think this through.
- Look for duplicates: Foreign and transit are no longer "extra," so each item should only be insured once.
- If you find duplicates, mark all but one "N" on Renew Coverage? before Oct. 27.
- If you find items you don't want to insure next year, mark them "N" on Renew Coverage? before Oct. 27.