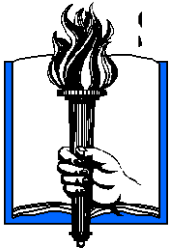


**MURFREESBORO CITY SCHOOLS  
ADMINISTRATIVE DIRECTIVES**



<b>Descriptor Term:</b>  <b>Building and Content Insurance</b>	<b>Descriptor No:</b>  <b>AD FM3</b>	<b>Effective Date:</b>  <b>11/88</b>
<b>Revised:</b>  <b>7/91; 10/02; 2/14; 7/14; 7/19</b>		

1    **COVERAGE**

2  
3    All buildings are covered by Murfreesboro City Risk Management. Contents are covered by  
4    Tennessee Risk Management Trust and insured for estimated replacement value for losses  
5    caused by fire, lightning, vandalism, malicious mischief, and extended coverage.

6  
7    **REPLACING STOLEN OR VANDALIZED ITEMS**

8  
9    The following procedure shall be followed when losses to school property are sustained:

- 10  
11        1. If vandalism or theft has occurred, the city police are to be notified immediately.
- 12  
13        2. The Finance and Administrative Services Director should be notified by telephone/email  
14        **immediately** of any losses to property that have been caused by the reasons listed above.  
15        That notification should be followed by a written report of the damage to the property  
16        and the approximate date and time of the loss. A copy of the police report should be  
17        attached to this report. **Before** any repairs or replacements are made, a purchase  
18        requisition number should be obtained via entry into Skyward from the Finance office.  
19        Facility repairs should be coordinated with the Supervisor of Maintenance.
- 20  
21        3. All original invoices for damaged property repairs or items replaced pursuant to the  
22        above should be immediately submitted to the Finance and Administrative Services  
23        Director. The invoice, in turn, will be submitted to the Tennessee Risk Management  
24        Trust to be paid.

25  
26  
27    Board Policy 3.100