



DEPARTMENT OF ENVIRONMENTAL HEALTH & SAFETY

Risk and Insurance Services

1200 Carothers

Tallahassee, Florida 32306-4481

Phone: 850.644.6895 Fax: 850.644.8842 Web: www.safety.fsu.edu

GENERAL LIABILITY CLAIMANT CHECKLIST

If you need to file a General Liability Claim please ensure that the following documentation listed below is completed and provided to the Insurance and Risk section within Environmental Health and Safety:

- Obtain a General Liability Loss Report form from the Insurance and Risk Staff or access a copy from the web at www.safety.fsu.edu.
- Obtain 2 estimates for damage repair.
- Copy of Police Report. (If Applicable)

Once information is completed submit documentation to either of the two Insurance Coordinators. Insurance staff will review to ensure all claims information is correct and ready for submission to the State of Florida Division of Risk Management. The Division of Risk Management is the responsible authority for deciding to accept or reject a claim not Florida State University.
