

EQUIPMENT BREAKDOWN INSURANCE PROGRAM

General



Management



WHAT DOES EQUIPMENT BREAKDOWN DO?

- Through the use of an insurance policy, it pays for the repair of your school's electrical and electronic equipment.
- The policy allows the following repair options:
 - The school's vendor of choice can repair equipment and do preventative maintenance.
 - The school's own personnel can act as the vendor. The school is reimbursed for all parts and labor cost.
 - If repairing the equipment is cost prohibitive, a Cash-out provision may be negotiated & applied.

WHAT ARE THE BENEFITS OF EQUIPMENT BREAKDOWN?

- Allows the school to shift funds from PPEL/SILO/or General fund to Management funds to pay for repair of electric/electronic equipment.
- Reimburses the school(typical rate is \$50/hr) for repairing, fixing, or trouble shooting electric/electronic equipment. Plus, it reimburses the school for all parts and mailing cost.
- The school chooses its own outside vendors. The insurance company does not leverage the vendors to charge less. They assign the P.O.'s and pay the vendors directly, which frees up Business Office personnel time.
- The policy has no deductible. As such, it can be a cost effective substitute for an equipment lease.

COVERED EQUIPMENT CHECKLIST

SU INSURANCE COMPANY EQUIPMENT CHECKLIST

As indicated by the quote application, the checked boxes correspond to the equipment types found within your school district for which the district is responsible for the maintenance cost. Coverage will be automatically provided for any checked equipment or system of the following equipment types in which the piece of equipment or system has a replacement value of \$15,000 or less. Any other piece of equipment or system must be itemized. Equipment not checked on this form will not be covered.

	QTY	
Classroom Equipment		
<input type="checkbox"/> Driving Simulators		
<input type="checkbox"/> Electrical & Electronic Auto Shop Equipment		
<input type="checkbox"/> Electrical & Electronic Fitness Equipment		
<input type="checkbox"/> Electrical & Electronic Laboratory Equipment		
<input type="checkbox"/> Electrical & Electronic Sewing Equipment		
<input type="checkbox"/> Electrical & Electronic Shop Equipment		
<input type="checkbox"/> Electrical & Electronic Wood Shop Equipment		
<input type="checkbox"/> *Electronic Audio Visual Equipment (i.e., VCRs, disc players, projection devices)		
<input type="checkbox"/> Electronic Whiteboards		
<input type="checkbox"/> Electronic Band Equipment		
<input type="checkbox"/> Electronic Photo Shop Equipment		
<input type="checkbox"/> ICN Including Satellite Dishes		
<input type="checkbox"/> Student Response Systems		
Communications Equipment		
<input type="checkbox"/> Audio/Visual Systems		
<input type="checkbox"/> Overhead Paging/Intercom Systems / Clock Systems		
<input type="checkbox"/> Radios		
<input type="checkbox"/> *Telephone Systems PBX # of Ports		
<input type="checkbox"/> *Telephones, VMS PBX # of Users		
<input type="checkbox"/> *Telephone Systems VOIP # of Users		
Computer Equipment		
<input type="checkbox"/> *Controllers # of		
<input type="checkbox"/> *Computer Communications (i.e., modems, switches, routers, wireless access points)		
<input type="checkbox"/> *Desktop Computers # of		
<input type="checkbox"/> *File Servers # of		
<input type="checkbox"/> *Laptops (must be detailed on Attachment A) # of		
<input type="checkbox"/> *Laptops 1:1 Mobile (must be detailed on Attachment A) # of		
<input type="checkbox"/> *Tablets (must be detailed on Attachment A) # of		
<input type="checkbox"/> *Tablets 1:1 Mobile (must be detailed on Attachment A) # of		
<input type="checkbox"/> *Printers # of		
<input type="checkbox"/> *Scanners # of		
Security Equipment		
<input type="checkbox"/> Card Access Systems		
<input type="checkbox"/> *CCTV Systems # of Cameras		
<input type="checkbox"/> Electronics on Interior Gates/Interior/Exterior Doors		
<input type="checkbox"/> Electronic Library Security System		
<input type="checkbox"/> Fire Alarms		
<input type="checkbox"/> Metal Detectors		
<input type="checkbox"/> Police Alarms		
<input type="checkbox"/> Safes, Chests, Vault Doors		
Mail Equipment		
<input type="checkbox"/> Inserters, Labelers, Openers, Stackers		
<input type="checkbox"/> Mail Machines / Scales (not system)		
Facilities Equipment		
<input type="checkbox"/> Auditorium (i.e., stage motors, lighting/audio boards, microphones, speakers)		
<input type="checkbox"/> Auto Light Sensors		
<input type="checkbox"/> Buildings/Grounds (i.e., lawn mowers, leaf blowers, weed wackers, pole saws, power tools)		
<input type="checkbox"/> Clothes Washers and Dryers		
<input type="checkbox"/> Concession Stand Equipment & Vending Machines		
<input type="checkbox"/> Electrical & Electronic Food Preparation Equipment**		
<input type="checkbox"/> Electrical & Electronic Housekeeping Equipment		
<input type="checkbox"/> Electrical & Electronic Pool Equipment / Whirlpool		
<input type="checkbox"/> Indoor Electronic Sign / Scoreboard		
<input type="checkbox"/> Kilns		
<input type="checkbox"/> Manlifts (see itemized)		
<input type="checkbox"/> Motors for Bleachers, Basketball Hoops		
<input type="checkbox"/> Outdoor Electronic Sign / Scoreboard		
<input type="checkbox"/> Pitching Machines		
<input type="checkbox"/> Sports Time / Measure / Record System (see attachment A)		
<input type="checkbox"/> Walk-In Coolers/Freezers (see itemized)		
<input type="checkbox"/> Water Drinking Fountains**		
** (refrigerant & connected plumbing excluded)		
Office Equipment		
<input type="checkbox"/> Binders		
<input type="checkbox"/> Bursters		
<input type="checkbox"/> CAD/CAM Systems		
<input type="checkbox"/> Card Readers		
<input type="checkbox"/> Cash Registers		
<input type="checkbox"/> Check Signers		
<input type="checkbox"/> Coin Sorters / Packagers		
<input type="checkbox"/> Copiers (see itemized)		
<input type="checkbox"/> Currency Counters		
<input type="checkbox"/> Dictation Equipment		
<input type="checkbox"/> Electrical & Electronic Office Equipment (i.e., calculators, typewriters, staplers, hole punchers)		
<input type="checkbox"/> Electrical & Electronic Print/Press Equipment (non-production)		
<input type="checkbox"/> Electric Rotary Files		
<input type="checkbox"/> Embossers Electric Rotary Files		
<input type="checkbox"/> Facsimile Machines		
<input type="checkbox"/> Folders		
<input type="checkbox"/> ID Card Systems		
<input type="checkbox"/> Laminators		
<input type="checkbox"/> Microfilmers, Microfilm Readers / Printers		
<input type="checkbox"/> Retail Scanners		
<input type="checkbox"/> Shredders		
<input type="checkbox"/> Time & Attendance Systems		
<input type="checkbox"/> Uninterrupted Power Supply / Transient Voltage Protection Systems (up to 40 KVA)		

CLASSROOM / SHOP EQUIPMENT

Classroom/Shop Equipment:

Driving Simulators
Electrical & Electronic Auto Shop Equipment
Electrical & Electronic Fitness Equipment
(i.e., treadmills, elliptical, etc...)
Electrical & Electronic Laboratory Equipment
(i.e., microscopes, scales, shakers, etc...)
Electrical & Electronic Sewing Equipment
Electrical & Electronic Shop/Wood Shop Equipment
(i.e., testers, meters, etc...)
Electronic Audio Visual Equipment
(i.e., VCRs, disc players, projection devices)
Electronic Whiteboards
Electronic Band Equipment
(i.e., keyboards, amplifiers, guitars, etc...)
Electronic Photo Shop Equipment
ICN Including Satellite Dishes
Student Response Systems

COMMUNICATION & SECURITY EQUIPMENT

Communications Equipment:

Audio Visual Systems
Overhead Paging/Intercom/Clock Systems
Radios
Telephone Systems
Telephones, Voicemail System

Security Equipment:

Card Access Systems
CCTV Systems
Electronic Gates / Doors
Electronic Library Security System
Fire Alarms
Metal Detectors
Police Alarms
Safes, Chests, Vault Doors

COMPUTER & MAIL EQUIPMENT

Computer Equipment:

Controllers

Computer Communications

(i.e., modems, switches, routers, wireless access points, etc...)

File servers

Desktop Computers

Laptops

1:1 Laptops

Tablets

1:1 Tablets

Printers

Scanners

Mail Equipment:

Mail Machines / Scales (not system)

Inserters, Labelers, Openers, Stackers

FACILITIES EQUIPMENT

Facilities Equipment:

Auditorium (*i.e., stage motors, lighting/audio boards, etc...*)

Auto Light Sensors

Clothes Washers and Dryers

Electrical & Electronic Food Preparation Equipment

(*i.e., ovens, slicers, reach-in coolers, mixers, etc...*)

Concession Stand Equipment & Vending Machines

Electrical & Electronic Housekeeping Equipment

(*i.e., vacuum sweepers, floor buffers, etc...*)

Electrical & Electronic Pool Equipment/Whirlpool

Electronic Signs

Indoor/Outdoor Electronic Scoreboard

Kilns

Lawn Mowers (*non-riding*), Leaf Blowers, Weed Whackers

Manlifts

Motors for Bleachers, Basketball Hoops

Pitching Machines

Sports Time/Measure/Record/Finish Link System

Water Drinking Fountains (*refrigerant & plumbing excluded*)

OFFICE EQUIPMENT

Binders	Electronic Typewriter
Bursters	Embossers
CAD/CAM Systems	Facsimile Machines
Calculators	Folders
Card Readers	ID Card Systems
Cash Registers	Laminators
Check Signers	Microfilm Reader / Printers
Coin Sorters / Packagers	Microfilmmers
Currency Counters	Retail Scanners
Dictation Equipment	Shredders
Electric Rotary Files	Time & Attendance Systems

Copiers

Electrical & Electronic Office Equipment
(i.e., staplers, hole punchers, etc...)

Electrical & Electronic Print / Press Equipment

UPS / Transient Voltage Protection Systems

ADDITIONAL EQUIPMENT INFORMATION

- Quantities will be needed to quote certain types of equipment. (*i.e., laptops, tablets, CCTV cameras, etc...*)
- Equipment not included on the checklist may still be eligible for coverage. Please provide us with a detailed equipment description and purchase cost and we will review it.
- Equipment with a purchase cost over \$15,000 can still be reviewed for coverage. Please provide us with a detailed equipment description and purchase cost.

ADDITIONAL INFORMATION

(Laptops, tablets, sports time system, walk-in freezer/coolers)

Attachment A

Computer Equipment:

	Quantity	Manufacturer/Model
• Laptops (kept in school) (teachers & staff)	_____	_____
• Laptops (1:1)	_____	_____
• Tablets (kept in school) (teachers & staff)	_____	_____
• Tablets (1:1)	_____	_____
• Devices Currently Under Warranty (please provide warranty details)	_____	_____

Facilities Equipment:

- Sports Time Measure / Record System Acquisition Cost \$ _____

Walk-in Freezers/Coolers (Itemized):

COST	MANUFACTURER	MODEL NO.	FREEZER/COOLER	PURCHASE YEAR	LOCATION	BOX SIZE	SERIAL NO.
\$							
\$							
\$							

Manlifts (Itemized):

COST	MANUFACTURER	MODEL NO.	MODEL YEAR	LOCATION	HEIGHT	SERIAL NO.
\$						
\$						
\$						

OPTIONAL EQUIPMENT COVERAGE SCHEDULE - (Itemized)

Please list any piece of equipment or system not identified on the **Equipment Checklist**, and any piece of equipment or system which is identified on the checklist and has a replacement value of **\$15,000 or greater**. Include a specific description (including manufacturer and model) and an approximate replacement value and copy of current maintenance contract. These items may be eligible for coverage, subject to approval by SU Insurance Company.

Equipment Description	Replacement Value
_____	\$ _____
_____	\$ _____
_____	\$ _____

ADDITIONAL COPIER INFORMATION

Location	Mfg./Make	Model	Serial No.	Annual Usage	Include:	Y/N	Current Meter Reading	Date of Meter Reading	Vendor Information
Department					Developer/Toner				Name:
					Drums				Address:
					PM Kits				
					Cleaning Webs				Phone:
					Waste Toner				
Department					Developer/Toner				Name:
					Drums				Address:
					PM Kits				
					Cleaning Webs				Phone:
					Waste Toner				
Department					Developer/Toner				Name:
					Drums				Address:
					PM Kits				
					Cleaning Webs				Phone:
					Waste Toner				
Department					Developer/Toner				Name:
					Drums				Address:
					PM Kits				
					Cleaning Webs				Phone:
					Waste Toner				

- All copiers are scheduled and will be tagged
- Consumables
(i.e.: drums, toner and developer can be included if the appropriate detail is obtained)
- Staples and paper are not eligible

EQUIPMENT BREAKDOWN POLICY EXCLUSIONS

(include, but are not limited to, the following)

Building Wiring and Cabling

Calibrations Including Tuning

Certifications

Color supplies and Color Drums *(unless noted otherwise)*

Consumables – Unless noted otherwise *(i.e., Supplies, PM Kits, Bulbs, Ink Cartridges, Batteries)*

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

(except lawn mowers, leaf blowers & weed whackers)

Gas Powered Motorized Equipment *(i.e., vehicles, tractors, buses etc...)*

In-House Employee Labor on High Voltage Equipment

Obsolescence

Physical Plant Equipment *(i.e., elevators, HVAC, furniture, fixtures, ballast, etc...)*

Production Print/Press Equipment

Recommended User Maintenance

(i.e., clearing paper jams, toner installation, cleaning an oven, etc...)

Refurbishments

Replacement of Missing Parts or Components

Software

Note: All coverage is subject to the actual policy provisions

INTERESTED IN PROGRAM

NEXT STEPS:

- 1) **Contact Jester to receive application**
- 2) **Complete application**
- 3) **Review proposal with administration**
- 4) **Start policy anytime**



PROGRAM CONTACTS

Jester Insurance Services

Nolan Grimm

515-243-2707

ngrimm@jesterinsurance.com

Melissa Kauffman

515-243-2707

mkauffman@jesterinsurance.com

SU Insurance Company

José McFarland

800-558-9910

jmcfarland@su-group.com

