

**DONATED ITEMS LOST DURING BUILDING RENOVATION PROJECTS:  
BOND CONSTRUCTION**

The following guidelines will be used in the event of loss of personal property and equipment during the renovation of District facilities under a bond construction program.

An amount up to \$2,500 of construction “project contingency” funds (as opposed to “owner-controlled contingency” funds) will be designated to cover the loss of such items.

All reasonable efforts will be made to secure property relocated during the construction process. A designated form will be completed by anyone asking to store materials during renovation. A copy will be retained by the individual completing the form as well as the department given responsibility for storing the property.

Upon return of the items to the owner, the owner will be expected to inventory the items received to verify that all materials are accounted for. If there is an item or items missing, the owner will complete the approved claim form to request replacement of the property. The owner of the property should consider the age, condition, value, usefulness, and importance of the item prior to requesting reimbursement.

As the project progresses, claims totaling \$2,500 will be processed in the order received, and accordingly, replacement property will be purchased. The original owner of the property will be asked to participate in the replacement process.