



RESPONDING TO YOUR INSPECTION REPORT

Fraternity & Sorority Risk Management and Insurance Program

A loss control / life safety inspection was recently conducted at your chapter facility. This outline has been prepared to address the questions most commonly asked by Fraternities and Sororities, house corporations, chapters, and volunteers about responding to the inspection report.

- 1) **Respond Promptly to the Report:** Respond in writing to Favor & Company with a copy to your headquarters. **Acknowledge receipt of the report and address your planned response to each "Requirement for Change."**



- 2) **Implement Changes Where Possible:** We understand that the "Requirements for Change" cannot always be accomplished immediately. However, **those requirements which involve only minimal or nominal costs should be promptly addressed and implemented.** Your response should clearly state which items have been addressed.



- 3) **A Risk Management Plan for Changes:** In responding to the inspection report, develop and **outline your proposed plan and timetable** for accomplishing those items which cannot be addressed immediately. Your underwriters are reasonable and they understand that some requirements may involve greater costs and will take time to complete.



- 4) **Assistance in Developing your Risk Management Plan for Changes:** Favor & Company and your headquarters will be pleased to assist you in developing a written plan for accomplishing the "Requirements for Change."



- 5) **Obtain Estimated Costs:** Secure estimated costs from qualified contractors for the necessary changes. Once approximate costs are known, determine if costs can be budgeted for or if special funding will be needed. **Do not forget that your Fraternity / Sorority does support your efforts. Special Life Safety Loan Programs may be available to provide assistance for your efforts.**



- 6) **Submit your Final Plans and Timetable:** Once costs and funding have been addressed, **establish a timetable for accomplishing the needed changes.** Prepare your written plan, including estimated costs and timetable, and submit it to Favor & Company and your headquarters.



- 7) **Keep Communications Open:** Neither your underwriters or headquarters are unreasonable. We recognize that with any plan, situations may arise which require revisions. If this becomes necessary, please advise us accordingly and provide a revised timetable for the completion of your plan.



- 8) **Confirm Requirements are Completed:** Advise Favor & Company and your headquarters in writing as the various requirements are accomplished and completed. **This will assure that you receive the best possible insurance rates.**



Financial Assistance for Life Safety / Loss Control:

Many National Fraternity / Sorority organizations have established special programs to financially assist house corporations and chapters with life safety / loss control needs. Contact your National Headquarters for the latest information.