

DAMAGE/LOSS REPORT

CLD(R)Exhibit

PROPERTY DAMAGE/LOSS REPORT FORM

Complete all items to record any damaged or lost District property. In cases of theft or vandalism, attach a copy of the police or sheriff's report. Forward all material to the business office. The report will then be forwarded to the Superintendent.

Date and time of incident _____

School _____

Name and title of person discovering loss or damage _____

Was unauthorized entry made into any part of the building? _____

Which police department or sheriff was called? _____ Time _____

Name of investigator _____

Was maintenance called? _____ When will repair work begin? _____

Custodial hours required to clean up _____

Was damage or loss due to:

Willful damage Theft Carelessness Other _____

Was the item federally funded? Yes No

Specific details of loss or damage (where, what, and how) _____

Describe the property damaged or lost _____

Describe the safeguards used to protect the items(s) _____

Person Preparing Report

Supervisor's Signature

Date