



# Property Damage Incident Report Form

Property Damage Report Forms shall be scanned and submitted via e-mail to Teresa Moreno (teresa.moreno@orendaeducation.org) IMMEDIATELY upon completion. If follow-up information needs to be added, please send to Teresa Moreno. It is essential that the report be described in detail and all information be filled in.

**PLEASE PRINT IN INK**

<b>CAMPUS/LOCATION:</b>	<b>DATE OF INCIDENT or WHEN FOUND:</b>
	Time:  Who Found it:
Was Police Notified list Date & Time:	Was Fire Dept. Notified list Date & Time:

Was this an accident or intentional damage by someone(s) that caused the damage?  Yes  No

If Yes, explain: \_\_\_\_\_

**Description of the Property Damage or loss if known:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**To be filled out by Campus Principal.**

Estimated Cost to Replace or Repair: \_\_\_\_\_

Will Insurance Cover the Repair/Replacement Cost? \_\_\_\_\_

If Not, Person Responsible for Repair/Replacement Cost if known: \_\_\_\_\_

Disciplinary Follow Up (Student or Staff): \_\_\_\_\_

Reported By: _____	Date: _____
Head of School/Principal Review: _____	Date: _____
Teresa Moreno, HR Director: _____	Date: _____
Margina Escobar, CFO: _____	Date: _____