

Maintenance Order Number: \_\_\_\_\_

No. \_\_\_\_\_

SAN DIEGO UNIFIED SCHOOL DISTRICT  
**PROPERTY DAMAGE OR LOSS REPORT**

**DISTRIBUTION:**  
Copy 1 to School Police  
Copy 2 to Risk Management  
Copy 3 to Maintenance  
Copy 4 to Materiel Control (Equip. only)  
Copy 5 Retained by Site

Date of Discovery: \_\_\_\_\_

1. Site/Dept.:  Loc. #:	2. Vehicle No.: (if applicable)	3. Date and Time of Occurrence: (Include <u>range</u> if exact is unknown) During regular school/dept. hours? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
4. Reported to School Police? <input type="checkbox"/> No <input type="checkbox"/> Yes Event Number: _____ <b>NOTE: All incidents of graffiti, vandalism and arson that amount to \$100 or more in damage MUST be reported to School Police (Ph# 619-291-7678). Also report all incidents of burglary, regardless of dollar value.</b>		

**DESCRIPTION:** Describe in the space below, opposite the proper category, the sequence of events, methods used, and extent of damage. Itemize articles missing and value, if possible. Use additional sheet if more space is needed.

5. <u>DAMAGE TO PROPERTY</u>  Include all damage including window breakage, caused by malicious or careless acts. Do not include accidental damage. Check appropriate box at right.  List value of items damaged or destroyed.	A. <input type="checkbox"/> Malicious Act      B. <input type="checkbox"/> Careless act      No. of Windows _____  Total Custodial Cost*: _____      Total Maintenance Cost: _____
6. <u>THEFT OR BURGLARY</u>  Include the following: A. Break-in with primary purpose of theft. B. Missing property with no evidence of break-in.  List value of items lost or stolen.	A. <input type="checkbox"/> Evidence of break-in      B. <input type="checkbox"/> No evidence of break-in  Total Custodial Cost*: _____      Total Maintenance Cost: _____
7. <u>FIRE</u>  Report all fires regardless of cause.  List value of items destroyed in fire.	A. <input type="checkbox"/> Arson      B. <input type="checkbox"/> Other  Total Custodial Cost*: _____      Total Maintenance Cost: _____

8. School will collect?  Yes  No

Person(s) Responsible	Address	Age	School/Dept.	Parent/Guardian Name
Name				

\* Custodial cost is the total cost of custodial clean-up, either straight time or overtime.

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
Principal/Dept. Head