

VANDALISM REPORT

Name of School: _____ Work Order #: _____

ATTACH WORK ORDER TO DAMAGE REPORT

When was damage or break-in discovered? Date: _____ Time: _____

Was a Police report filed? Yes No Name of Officer: _____

Police report number: _____ Date report made: _____

Name of person initiating Police report: _____

Was damage or theft detected by: Security personnel _____ (attach report)
(Name)

Staff person _____
(Name)

Was anyone apprehended: Yes No How many: _____
Name(s) of person(s) apprehended:

If break-in, how was entry made into building?

Location in building of damage:

List damage:

Remarks:



MAINTENANCE OFFICE USE ONLY

Custodial Hours (clean up, etc.)	\$
Maintenance Hours	\$
Maintenance Materials	\$
Total	\$