

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? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Officer: _____
Police report number: _____	Date report made: _____
Name of person initiating Police report: _____	
Was damage or theft detected by: <input type="checkbox"/> Security personnel _____ (attach report) <div style="text-align: right; margin-right: 100px;">(Name)</div> <input type="checkbox"/> Staff person _____ <div style="text-align: right; margin-right: 100px;">(Name)</div>	
Was anyone apprehended? <input type="checkbox"/> Yes <input type="checkbox"/> 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	\$