

### 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	\$