

**Property Damage Report**

**Date the damaged occurred?** \_\_\_\_\_

**Date report is filed?** \_\_\_\_\_

**Person filing report:** \_\_\_\_\_

**Contact Information:** \_\_\_\_\_

**What damage took place?** \_\_\_\_\_

\_\_\_\_\_

**How did it occur?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Who, if anyone, was involved with the damage?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Does the damaged item need immediate attention?** \_\_\_\_\_

**If so please contact:** \_\_\_\_\_

**Describe any safety Concern:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Put additional comments on the reverse side**

**Return damage report to:** \_\_\_\_\_