

FACILITIES & OPERATIONS DEPARTMENT
THEFT/VANDALISM/BURGLARY REPORT (Division property)

Please limit reporting to the following:

- Wilfull damage of any divisional property (interior or exterior) that would require Facilities & Operations Department repair services or unusual custodial services (e.g. weekend overtime)
- Exterior graffiti requiring commercial cleaning
- Theft of divisional property valued over \$50 when a police report has been filed

Please Check Category

<input type="checkbox"/> Theft or Mysterious Disappearance	Deductible based on September 30 student enrolments at rate of \$1 per pupil.
<input type="checkbox"/> Burglary (forced entry)	Division covers 100% of cost. Work Order required.
<input type="checkbox"/> Vandalism, Other Property Damage	Division covers 100% of cost. Work Order required.

School/Location		Police Incident Report Filed? <input type="checkbox"/> Yes <input type="checkbox"/> No Incident Number: _____
Date of Incident		
Time of Incident	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	

Description of Incident (Please print clearly)

	Description of Damaged or Missing Items	Please provide if known:		
		Model Number	Age	Value
1				
2				
3				
4				
5				
6				

Work Order required? Yes No Work Order Number: _____

Completed by	Date Submitted

Please email form to: #PropertyClaims
A hard copy must be printed and retained at the school office.