

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

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Deductible based on September 30 student enrolments at rate of \$1 per pupil.			Disappearance	Theft or Mysterious	υT
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Division covers 100% of cost. Work Order required.			operty Damage	Vandalism, Other Pro	۵V
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rate of \$1 per pupil. Division covers 100% of cost. Work Order required. Division covers 100% of cost. Work Order required. Police Incident Report Filed? Yes □ No Incident Number:		Disappearance ry) operty Damage	or Mysterious ary (forced enti- lism, Other Pro /Location Incident f Incident	Theft of Burgla de Anda de And	

Please email form to: #PropertyClaims

A hard copy must be printed and retained at the school office.