

## Damage / Loss to School Property Report

Report Date	Created By	Date Damage / Loss occurred / become known
Property Description:	Asset Number:	Custodian:
Damage caused by: Administrator, Faculty member, Staff member, Student, Unknown (Circle/Underline one)		

Description of Damage / Loss
Cause of damage
Analysis of damage
Estimated cost to repair / replace
Actual cost to repair / replace

If Damage caused to Student Managed Resource, copy to Dean of Division  
 If Damage caused to Faculty/Staff Managed Resource, copy to HR & Head of relevant department.