

BREAKING & ENTERING/VANDALISM REPORT

Check one:            \_\_\_ Breaking & Entering            \_\_\_ Vandalism

Building \_\_\_\_\_ Date of Report \_\_\_\_\_

Date of Breaking & Entering/Vandalism (approx.) \_\_\_\_\_

Discovered by \_\_\_\_\_ Date \_\_\_\_\_

Reported to \_\_\_\_\_ Date \_\_\_\_\_

Nature of Incident \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action taken \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approximate cost of damage \_\_\_\_\_

Damage to building, equipment, or supplies \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Missing items (itemize, including cost to replace, if known) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Police report filed: No \_\_\_ Yes \_\_\_ Date report made \_\_\_\_\_  
(if required)

Insurance claim filed: No \_\_\_ Yes \_\_\_ Date filed \_\_\_\_\_

Attach additional sheets if necessary.

Building Administrator \_\_\_\_\_

Building Engineer \_\_\_\_\_

cc: Supervisor of Facilities and Technical Services