

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