

**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**

☐ Theft or Mysterious Disappearance

Deductible based on September 30 student enrolments at rate of \$1 per pupil.

☐ Burglary (forced entry)

Division covers 100% of cost. Work Order required.

☐ Vandalism, Other Property Damage

Division covers 100% of cost. Work Order required.

**School/Location**

**Date of Incident**

**Time of Incident**

☐ A.M. ☐ P.M.

Police Incident Report Filed?

☐ Yes ☐ No

Incident Number: \_\_\_\_\_

**Description of Incident (Please print clearly)**

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Please provide if known:

**Description of Damaged or Missing Items**

**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.