

Forest Hills School District
Property Damage Report

(Please complete and send to the Treasurer's Office within 24 hours of incident.)

Location of Incident:

- | | | |
|---|---|---|
| <input type="checkbox"/> Administration Building | <input type="checkbox"/> Maintenance Building | <input type="checkbox"/> Transportation Garage |
| <input type="checkbox"/> Anderson High School | <input type="checkbox"/> Mercer Elementary School | <input type="checkbox"/> Turpin High School |
| <input type="checkbox"/> Ayer Elementary School | <input type="checkbox"/> Nagel Middle School | <input type="checkbox"/> Wilson Elementary School |
| <input type="checkbox"/> Food Service/Transportation Building | <input type="checkbox"/> Sherwood Elementary School | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Maddux Elementary School | <input type="checkbox"/> Summit Elementary School | <input type="checkbox"/> Other _____ |

Date of Loss: _____ **Est. Time of Loss:** _____ **Building/Property Location (e.g. Room Number, Location):** _____

Description of Damaged Property and Extent of Loss:

Use back of form if additional lines are needed.

Is the damaged property necessary for continued daily operation? Yes _____ No _____

If yes, please explain _____

Additional Instructions:

- Notify police in the case of a theft or damage to property and contact Ray Johnson, Director of Business Operations (616-8464)
- Take photos of the damage if possible
- Protect the property and others from further damage or injury
 - ❖ Cover the property if it is exposed to the elements
 - ❖ Make repairs if reasonable and necessary to protect the property from further damage (Contact the district maintenance department if necessary)
 - ❖ Maintain a record of all expenses incurred protecting the property
 - ❖ Separate damaged from undamaged personal property, if possible
- Prepare an inventory of property damage (Attach separate sheet of paper)
 - ❖ List quantity, description, actual cash value (if known) and amount of loss (if known)
- Attach any related documents
- Retain damaged property until disposal is approved
- Be prepared to provide additional documentation as requested
- Expect to be contacted by the claims adjuster
 - ❖ If the damage significantly affects your continuing operations, we will request that the insurance company expedite the claim
 - ❖ Please let us know immediately if circumstances change and this loss will have a greater effect on continuing operation than originally anticipated

