

## VANDALISM REPORT

Name of School: \_\_\_\_\_ Work Order #: \_\_\_\_\_

**ATTACH WORK ORDER TO DAMAGE REPORT**

When was damage or break-in discovered?      Date: \_\_\_\_\_      Time: \_\_\_\_\_

Was a Police report filed?     Yes     No    Name of Officer: \_\_\_\_\_

Police report number: \_\_\_\_\_      Date report made: \_\_\_\_\_

Name of person initiating Police report: \_\_\_\_\_

Was damage or theft detected by:     Security personnel \_\_\_\_\_ (attach report)  
(Name)

Staff person \_\_\_\_\_  
(Name)

Was anyone apprehended:     Yes     No    How many: \_\_\_\_\_  
 Name(s) of person(s) apprehended:

If break-in, how was entry made into building?

Location in building of damage:

**List damage:**


Remarks:



**MAINTENANCE OFFICE USE ONLY**

Custodial Hours (clean up, etc.)	\$
Maintenance Hours	\$
Maintenance Materials	\$
<b>Total</b>	<b>\$</b>