

BIRMINGHAM PUBLIC SCHOOLS

PROPERTY LOSS REPORT

School/Building: _____ Location in Building: _____

Loss reported by whom? _____

Date of Loss: _____ Time: _____ a.m. / p.m. (circle)

Was this loss the result of (check one):

Vandalism

Theft

Breaking & Entering

Mysterious Disappearance

Fire

Natural Disaster (e.g., wind damage)

Describe how loss occurred:

Reported to police/fire department? _____ Which department? _____ Report # _____

Was anyone injured? _____ If yes, name and address of injured _____

Did they receive medical treatment? _____ If yes, by whom? (name of hospital, clinic, EMS) _____

List of property damaged or missing: _____

Any salvageable items? (list) _____

Remarks: _____

Report prepared by: _____ Phone: _____ Date: _____

One copy to be retained in building where loss occurred . Send one copy to Business Services, Administration Building