

Damage Report Template

Report Information

Field	Details
Report Number	
Date of Report	
Reported By	
Contact Information	

Incident Details

- Date of Incident: _____
- Time of Incident: _____
- Location of Incident: _____

Description of Damage

Field	Details
Description	_____
Extent of Damage	_____

Photos Attached

Yes No

Circumstances

- Cause of Damage: _____
- Witnesses: _____
- Statements: _____

Action Taken

Field	Details
Immediate Actions	_____
Repairs Needed	_____
Estimated Cost	_____

Approval

- Supervisor Approval: _____
- Date: _____