San Diego Unified School District

PROPERTY DAMAGE OR LOSS REPORT

Date of Discovery:
Maintenance Order Number:

1. Site/Dept.  
   Loc. #

2. Vehicle No.  
   (if applicable)

3. Date and Time of Occurrence:  
   (include range if exact time unknown)  
   During regular school hours?  
   No  Yes  Unknown

4. Reported to School Police?  
   No  Yes, date of report:  
   NOTE: All incidents of graffiti, vandalism and arson that amount to $100 or more MUST be reported to School Police at (619) 291-7678.  
   ALL incidents of burglary must be reported, regardless of value.

DESCRIPTION: Describe in the space below, opposite the proper category, the sequence of events, methods used, and extent of damage. Itemize articles missing and their value, if possible. Complete "Inventory Loss Form" and attach to this report.

5. DAMAGE TO PROPERTY
   List all damage, including window breakage, caused by malicious or careless acts. Do not include accidental damage. Check appropriate box at right.
   List value of items damaged or destroyed on Inventory Loss Form.

   A. Malicious Act  B. Careless Act  No. of Windows

   Total Custodial Cost*:  
   Total Maintenance Cost:

6. THEFT OR BURGLARY
   Include the following:
   A. Break-in with primary purpose of theft.
   B. Missing property with no evidence of break-in.
   C. Losses related to onsite construction (check one):
      Maintenance & Operations
      Prop. MM

   List value of items lost or stolen on Inventory Loss Form.

   A. Evidence of break-in  B. No evidence of break-in

   Total Custodial Cost*:  
   Total Maintenance Cost:

7. FIRE
   Report all fires regardless of cause.
   List value of items destroyed in fire.

   A. Arson  B. Other

   Total Custodial Cost*:  
   Total Maintenance Cost:

8. Will school collect?  No  Yes

PERSON(S) RESPONSIBLE
   (Attach documentation if available)

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Age</th>
<th>School/Dept.</th>
<th>Parent/Guardian</th>
</tr>
</thead>
</table>

*Custodial cost is the total cost of custodial clean up, either straight time or overtime.

Person(s) who discovered and reported damage or loss:  
Signed:  
Date:  
Principal/Department Head
## Definitions:

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Malicious Act</td>
<td>That which results in willful physical injury to or destruction of property</td>
</tr>
<tr>
<td>Careless Act</td>
<td>That which results in damage or loss caused by an unthinking, neglectful or reckless act.</td>
</tr>
<tr>
<td>Accident</td>
<td>That which occurs by chance and not through the careless or malicious acts of an individual.</td>
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</tbody>
</table>

## Reports:

Report all losses immediately upon discovery whether caused by malicious acts or by carelessness. Do not include accidental damage. This form should also be used for fires, runaway autos, and mysterious disappearances of property. If items are lost or destroyed beyond use, list item, quantity and cost.

## School Police

Principals/managers must exercise judgment in reporting damage to School Police Services. Incidents that are serious in nature and/or dollar amount should be reported.

## Repairs:

If repairs are required, notify the Maintenance Unit by telephone. They will provide the Maintenance Unit Order Number that is to be inserted in the appropriate space in the first section of this form.

In the event that the damage is of a nature that is remedied in whole or part by the custodial staff, give an estimate of the time required to do the work and the custodian’s rate of pay. This should be indicated in the space labeled “Total Custodial Cost”.

## Collection:

A. Collection or restitution should be attempted in every case when the person(s) responsible are identified and the evidence is sufficient to establish their guilt beyond a reasonable doubt.

B. Collection and restitution in cases investigated by Risk Management shall become the responsibility of Risk Management. The principal or designee shall initiate collection or restitution in all cases not delegated to the district’s Business/Risk Management Department.

## Replacements:

The school shall be responsible for preparing requisitions for replacement of damaged or lost supplies. Materiel Control shall be responsible for preparing requisitions for replacement of damaged or loss equipment. Funds for replacement of standard equipment are provided by the district, if funds are available.