

**BCPS Property Loss/ Damage Report**

(Complete all fields. Attach additional sheets if necessary.)

School/ Site/ Office Where Loss Occurred:	School ID:	Date of Loss:	Time of Loss:
School/ Site/ Office Phone:	School/ Site/ Office Fax:		
Name of Reporting Administrator/ Office Head:	Title:	Email of Reporting Official:	

Witness Name:	Witness Title (employee, student, parent, etc.):	Witness Email Address:
Witness Address:	Witness Phone: Home:	Cell:

If non- BCPS Property, please complete:		
Owner's Name:	Owner's Title (employee, student, parent, etc.):	Owner's Email Address:
Owner's Address:	Owner's Phone Number: Home:	Cell:

Police notified? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, name of officer	Was Security notified by calling 410-887-6488? <input type="checkbox"/> Yes <input type="checkbox"/> No
Has a work order been submitted for repair? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, work order number	

Brief description of the incident (include serial numbers, if applicable):

**Reason for Loss or Damage:**

- Arson
- Burst Pipe – Freezing
- Burst Pipe – Not Freezing
- Collapse
- Contamination
- Contractor Fault
- Corrosion
- Discarded
- Electrical Fire
- Equipment Failure
- Explosion
- Fire
- Flood
- Lighting Strike
- Other/Not Classified
- Power Failure
- Roof Leak
- Sewer Back Up
- Snow Load
- Sprinkler Leak
- Theft
- Vandalism
- Vehicle Accident
- Wind

**Type of Loss or Damage:**

- Asbestos Dispersal
- Bleacher Damage
- Boiler Damage
- Ceiling Damage
- Collapse
- Contents Damage
- Contents Lost
- Contents Stolen
- Equipment Damage
- Floor Damage
- Food Spoilage
- Graffiti
- Hazardous Material Release
- Mold Damage
- Other/Not Classified
- Playground Damage
- Roof Damage
- School Damage
- Sidewalk Damage
- Smoke Damage
- Structural Damage
- Total Structure Loss
- Vehicle Damage
- Water Damage
- Window Damage

**Location of Loss or Damage:**

- Administrative Office
- Auditorium
- Bathroom
- Bleachers
- Boiler Room
- Cafeteria/Kitchen
- Classroom
- Computer Lab
- Concession Stand
- Contractors Equipment
- Crawl Space
- Exterior Wall
- Gym/Multipurpose Room
- Hallway/Corridor
- Health Suite
- Industrial Arts Shop
- Library/Media Center
- Locker Room
- Mechanical Room
- Music Room
- Off Premises
- Other/Not Classified
- Outdoor Non-Sports Bldg
- Outdoor Sports Bldg/Press Box/Dugout
- Parking Lot
- Playground
- Portable Classroom
- Roof
- School Grounds
- Science/Chemistry Lab
- Stage
- Stairwell
- Storage Room
- Weight Room

**Send a copy of this report within 24 hours by fax or interoffice mail to: Office of Risk Management, Timonium Business Park; Fax: 410-308-4720. Please retain a copy for your records.** v. 8/2/06