

PLYMOUTH COMMUNITY SCHOOL CORPORATION

BREAKING & ENTERING/VANDALISM REPORT

Choose one:            Breaking & Entering                            Vandalism

Building \_\_\_\_\_ Date of Report \_\_\_\_\_

Date of Breaking & Entering/Vandalism (approx.) \_\_\_\_\_

Discovered by \_\_\_\_\_ Date \_\_\_\_\_

Reported to \_\_\_\_\_ Date \_\_\_\_\_

Nature of Incident

Action taken

Approximate cost of damage \_\_\_\_\_

Damage to building, equipment, or supplies

Missing items (itemize, including cost to replace, if known)

Police report filed:    No    Yes    Date report made \_\_\_\_\_  
(if required)

Insurance claim filed:            No    Yes    Date filed \_\_\_\_\_

Attach additional sheets if necessary.

Building Administrator \_\_\_\_\_

Building Engineer \_\_\_\_\_

cc: Supervisor of Facilities and Technical Services