

Work Order Number: \_\_\_\_\_

**REDLANDS UNIFIED SCHOOL DISTRICT  
REPORT OF VANDALISM**

School/Site \_\_\_\_\_ Date of this Report \_\_\_\_\_

Person making report \_\_\_\_\_ Position/Title: \_\_\_\_\_

Approximate date and time of vandalism: \_\_\_\_\_

Was Police or Sheriff notified? \_\_\_\_\_ Name of Officer \_\_\_\_\_

Building/facility damaged \_\_\_\_\_

Extent of damage – be specific (broken window, marked walls, paint spilled, etc. and locations)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any money and/or equipment stolen (brand name, value/cost, inventory number)

\_\_\_\_\_  
\_\_\_\_\_

**Repair clean-up at school /site:** Custodial Time \_\_\_\_\_ (Hours/Minutes)  
Clerical Time \_\_\_\_\_ (Hours/Minutes)  
Other \_\_\_\_\_ (Hours/Minutes)  
Work Order No. \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal/Supervisor

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**Actual Cost of Repair or Clean-up:**

	<u>Material</u>	<u>Other</u>
Labor	_____	_____
Material	_____	_____
Total	_____	_____

\_\_\_\_\_  
Signature of Maintenance & Operations Manager

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