



Risk Management

Property Incident Report Form

This form should be used to report potential or actual loss or damage to University-owned property to Risk Management. Incident should be reported within 3 days of occurrence. Please email this form to kdfaga@wm.edu

Incident Overview

Street Address of Incident:	
Building Name:	
Exact location details, room #, etc:	
Department Head Name:	
Contact Name:	
Contact Phone #:	
Contact Email Address:	
Date & Approximate time of loss:	

Cause of Loss

(mark all that apply)

Lightning	Roof Leak	Theft or Vandalism
Wind	Pipe Leakage	Transit/During Shipment
Flood	Backup of Sewer/Drain	Vehicle
Hail	Underground Seepage	Utility Interruption
Cracking	Release or Contamination	Electrical Failure/Disturbance
Freezing	Mechanical Breakdown	Spoilage
Tornado	Escaped Fluids	Explosion

Other (provide explanation):

The following documents are required for processing a claim reimbursement:

- 1) Copy of original purchase document(s) and proof of payment, if item has been replaced.
- 2) Copy of invoices and proof of payment showing repair or replacement.
- 3) Vendor statement indicating the cause of the damage, that any item replaced could not be repaired and that the replacement is the most comparable available.
- 4) Salvage value, if any, if replacement involved.
- 5) Pictures, if possible/available.



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Describe the property lost/damaged and the causation in detail:

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Estimate Dollar Value of the Loss, if currently unknown mark as TBD.
Approximate value to repair and/or replace damaged property with like kind and quality.

Comments:

List all witness names and contact information (including contractors or employees near the location):

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Please answer the following questions:

Yes No N/A

Were measures taken to protect the property from further damage? How?

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Comments

Can the damaged property be salvaged in any way to minimize the ultimate loss?

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Comments

Was Facilities contacted to inspect and repair the loss? If not, who?

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Comments

Did the police, fire or other agency/utility respond to the loss event?

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Agency Name & Contact:

Was a police, fire or other agency report filed? If yes, please provide a copy.

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Was there an outside (non-W&M employee) party(s) responsible for the loss?

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If so, provide name and address, describe in detail how party is potentially responsible:

Is there a contract with the responsible party? If so, provide copy of the contract.

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Was any of the University's proprietary/confidential data or other protected personal information lost or compromised in this event?

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If yes, provide details of loss and/or equipment where data was stored:

Was IT contacted regarding loss of data? Contact name:

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