

# Risk Management Damage Report

**Instructions:**

Document all vital information about the damaged items/property.

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Date report is filed?

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Date the damage occurred?

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Person filing the report?

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What was your involvement with the damage?

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What happened and how did the damage occur?

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Who, if anyone, was involved with the damage?

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What action was taken after the damage occurred?

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What do you believe is the reason why the damage occurred?

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Additional comments?