



PROPERTY DAMAGE REPORT —SAINT PAUL PUBLIC SCHOOLS—

**SPPS Personnel: Use this form to report damage to SPPS property
(do not use for motor vehicle accidents, any injuries, or damage to non-SPPS property)**

**Complete all sections and submit to SPPS Insurance Department
email to > claims@spps.org**

Details of Incident

Date of Incident: _____ Time: _____ AM PM Weather Conditions: _____
 Location of Incident (Site Name/Facility Name/Building Name): _____
 Street Address: _____ City: _____ State: ____ Zip: _____
 Did police investigate the incident and make a report? No Yes If Yes, which police department? _____
 Case Number: _____ Description of what happened and any action taken (attach additional sheets, if needed):

Cause of Loss

Water Damage Flooding Fire Smoke w/o Fire Freezing Weight of Ice, Snow, Sleet, Water
 Lightning Hail Earthquake Explosion Electrical Wind Collapse
 Falling Objects Sprinklers Vandalism Clumsiness Transit or Moving Vehicle Pollution
 Burglary Theft (not burglary) Other> Describe: _____

Property Damage/Loss If available, attach appraisals, estimates, or receipts.

Property Damage/Loss: _____
 Extent of Damage: _____

 Estimated Damage/Loss Amount: _____
 Owner Name: _____ Telephone: _____ Email: _____
 Owner Address: _____ City: _____ State: ____ Zip: _____

In Cases Where Damage/Loss is Caused by a Known Party

Name of Responsible Party: _____ Telephone: _____
 Address: _____ City: _____ State: ____ Zip: _____
 Insurance Information: _____
 Agent's Name: _____ Agent's Phone & Email: _____

Witness(es)

Name: _____ Telephone: _____ Email: _____
 Home Address: _____ City: _____ State: ____ Zip: _____
 Name: _____ Telephone: _____ Email: _____
 Home Address: _____ City: _____ State: ____ Zip: _____

*SPPS Personnel Completing Report

Name: _____ Phone & Email: _____ Date Completed: _____