



Property Damage Report Template

14 Jul 2023 / Ace Sheldon

Complete

Score	0%	Flagged items	0	Actions	1
Location	SYS Corporate Tower, New Jersey, USA				
Created on	14.07.2023 07:45 PST				
Prepared by	Ace Sheldon				
Contact details	000-456-0122				
Addressed to	Property Manager - CDMS Property Management, NJ				

Actions

1 action

Property Damage Details

Repair Costs/Estimates

Repair costs are estimated at \$50,000. A detailed repair estimate from Reliable Restoration Services is attached.

To Do | Assignee SafetyCulture Staff | Priority Low | Due 21.07.2023 08:09 PST | Created by SafetyCulture Staff

Coordinate with the property manager, facility manager, and repair/restoration service company to schedule next steps.

Property Damage Details

1 action

When did the damage occur or when was it discovered?

12.07.2023 09:00 PST

The damage was discovered on this date.

Property Description

The property is an office building located at 789 Maple Avenue, New Jersey, USA. It consists of four floors with multiple office spaces, a lobby, and common areas.

Property Owner Information

The property is owned by WV Real Estate Investments and Holdings, Inc.

Property Damage Description

The property has sustained the following damages:

- A burst pipe on the third floor resulted in significant water damage to several office suites.
- The electrical panel in the basement malfunctioned, causing a small fire that resulted in smoke damage on the lower levels.
- The lobby area's glass entrance door was shattered due to vandalism.

Cause of the Property Damage

The water damage was caused by a burst pipe due to freezing temperatures. The fire and smoke damage resulted from an electrical malfunction. The shattered glass door was the result of vandalism.

Was anyone injured?

Yes

Accomplish and attach an accident/injury report.

One employee sustained minor injuries during the fire, while the other two needed medical attention after being on the scene of the burst pipe and vandalism.

[SYS Employee #123 - Accident Report.pdf](#)

[SYS Employee #134 - Accident Report.pdf](#)

[SYS Employee #142 - Injury Report.pdf](#)

Authorities/Agencies Notified

The local fire department was called to extinguish the fire and assess the situation. The police were notified of the vandalism incident.

Media Documentation



Photo 1



Photo 2



Photo 3

Witness Information

Witness Information 1

Witness Name and Contact Details

Robert Jackson
(555) 789-1234, robertjackson@example.com

Witness Statement

"I saw the shattered glass door and immediately reported it to the building management. I did not witness the burst pipe or fire incidents."

Witness Information 2

Witness Name and Contact Details

Emily Adams
(555) 246-8101, emilyadams@example.com

Witness Statement

"I work on the second floor and noticed water leaking from the ceiling. I immediately alerted the building maintenance team."

Insurance Policy Details

Insurance Company: SWM Insurance
Policy Number: I12345678
Contact: (555) 987-6543, claims@example.com

Repair Costs/Estimates

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Other Relevant Documents

[Copy - Incident Report to Fire Department.pdf](#)

[Copy - Incident Report to Police Department.pdf](#)

[Repair Estimates for SYS Corporate Tower.pdf](#)

Completion

Additional Notes/Comments

An action was opened in this report to remind the responsible parties to schedule the repair and restoration services ASAP.

Reporter's Name and Signature



Ace Sheldon - Project Lead
14.07.2023 08:10 PST

Safety Officer's Name and Signature



Sam Carter
14.07.2023 08:11 PST

Acknowledgment



Phil Barnes - Property Manager
14.07.2023 08:12 PST

Media summary



Photo 1



Photo 2



Photo 3

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