

# ***Fort McMurray Catholic Schools Operating Policies and Procedures***

## **OP 112 - Reporting Property Damage**

### **Policy**

All damage and material losses resulting from vandalism, fire and theft must be reported promptly.

### **Procedures:**

1. All damages and losses shall be reported immediately upon discovery to the principal.
2. The principal shall deliver a detailed written report, on the prescribed form, to the office of the Associate-Superintendent (Business & Finance) within twenty-four hours of the reported incident with copies being given Director of Maintenance.
3. The principal and staff will make a complete check and inventory of the facility, materials, equipment and furniture so to include all (and possible) missing items and a listing of damages within the written report. The report shall include only factual information and should avoid personal opinions.
4. The principal shall act as the spokesperson if the need arises.
5. All District personnel will refrain from estimating damage costs to the media or other interested parties.
6. The Director of Maintenance shall prepare the estimates of damages for repair, replacement and insurance purposes.
7. The Associate-Superintendent (Business & Finance) shall be responsible for the submission of insurance claims.
8. The principal shall be responsible for filing the report of School Vandalism.

***August 2002***