

Property Damage Incident Report

Construction Site Name:

Date of Report:

1. Reporter Information

Reported By

Role/Position

Contact Number

2. Incident Information

Date & Time of Incident

Exact Location of Incident

Weather Conditions (if relevant)

Description of Incident

Provide a clear, factual narrative of the incident.

Description of Damaged Property

Specify type, location, and extent of damage.

Apparent Cause (if known)

3. Witness(es) Information (if any)

Name(s), contact, and statement(s) of witnesses...

4. Actions Taken

Immediate Actions Taken

E.g., area secured, repairs initiated, notifications made, etc.

Person(s)/Authorities Notified

List names, positions, authorities notified, and time of notification.

5. Additional Comments/Notes

Any additional information...

Reporter's Signature

Date

Reviewed By (Supervisor/Manager)