

Property Damage Incident Report

General Information

Project Name

Date of Report

Reported By

Site Location

Incident Details

Date of Incident

Time of Incident

Description of Incident

Description of Damaged Property

Extent of Damage

Associated Photos/Files (List or Reference)

Persons Involved

Witnesses (names, roles, contact)

Other Involved Parties

Actions Taken

Immediate Actions Taken

Recommendations for Further Action

Approval

Supervisor/Manager Name

Date