

BEND-LA PINE PUBLIC SCHOOLS  
 BEND, OREGON 97701-2699  
CUSTODIAL VANDALISM REPORT

To be prepared by the head custodian in each building and submitted to the District Plant Manager. This may be accomplished once per week, or as the occasion demands. Forms are in triplicate, the first and the second copies are forwarded to the District Plant Manager. After costs have been computed, the first copy is to be sent to the District Director of Student Support Services.

Below is a list of some of the things that could occur as acts of vandalism. They are not all inclusive and others could occur.

CHECK THE APPROPRIATE ITEM

- |   |   |
|---|---|
| 1. _____ Broken Window                  | 12. _____ Making Holes in Walls           |
| 2. _____ Plugged Plumbing               | 13. _____ Removal of Electric Plates      |
| 3. _____ Discharging Fire Extinguishers | 14. _____ Setting Fire to Waste           |
| 4. _____ Locker Destruction             | 15. _____ Removal of Doors                |
| 5. _____ Furniture Destruction          | 16. _____ Plugging Door Locks             |
| 6. _____ Furniture Defacing             | 17. _____ Placing of Odoriferous Material |
| 7. _____ Furniture Dismounting          | 18. _____ Cutting of Tires                |
| 8. _____ Spray & other Paint            | 19. _____ Removal of Auto Wires           |
| 9. _____ Turning on Fire Hose           | 20. _____ Removal of Antennas             |
| 10. _____ Theft of Fire Extinguishers   | 21. _____ Others                          |
| 11. _____ Oil Slicks                    |   |

Explain Vandalism \_\_\_\_\_

Where did the incident occur? \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

To the best of your knowledge, was apprehension of the concerned parties accomplished?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

<u>NAME</u>	<u>HOURS</u>	<u>O.T.</u>	<u>NAME</u>	<u>HOURS</u>	<u>O.T.</u>
_____			_____		
_____			_____		

Describe what action you took \_\_\_\_\_

Materials used \_\_\_\_\_

Prior to submitting this report, did you report the incident? Yes \_\_\_\_\_ No \_\_\_\_\_

To Whom \_\_\_\_\_ how reported \_\_\_\_\_ by phone \_\_\_\_\_ orally \_\_\_\_\_

Was additional work help requested from the district? Yes \_\_\_\_\_ No \_\_\_\_\_

Signed \_\_\_\_\_ School \_\_\_\_\_ Date Sent \_\_\_\_\_

Cost estimate by District Plant Manager \$ Labor \_\_\_\_\_ Material \_\_\_\_\_

Principal \_\_\_\_\_ TOTAL \_\_\_\_\_

Distribution: 1st - Maintenance  
 2nd - Maintenance  
 3rd - Originator

DATE \_\_\_\_\_

6/83  
 M-574  
 (3NCR)

SIGNED \_\_\_\_\_