

UNIT DAMAGE ASSESSMENT - OFFICES & GENERAL OPERATIONS

Fax completed form to EH&S at 561-297-2210, e-mail to ehs@fau.edu, or hand deliver to EH&S offices.

DO NOT SUBMIT THIS FORM TO WORK CONTROL

Building: _____ Room: _____
Inspected By: _____ Date: _____ Phone: _____

Category	Description (Brief description of damage)	Condition*
Electrical Equip.		
Computers		
Printers		
Monitors		
Peripherals (identify)		
Copiers		
Other		
Communications		
Telephone Service		
University Network		
Two-way Radios		
Fax Machines		
Email		
Other		
Supplies		
Paper		
Forms		
Books		
Files		
Other		
Furniture		
Chairs		
Desks		
Credenzas		
Tables		
Cabinets		
Other		

* Please use your best judgment for assigning condition assessment ranking based on the following:

Good	No Damage
Fair	Damage appears superficial, can be used as is
Moderate	Damage appears moderate, repairs may be possible
Severe	Damage appears to be severe, repairs unlikely
Destroyed	Damaged beyond recovery