

UNIT DAMAGE ASSESSMENT - OFFICES & GENERAL OPERATIONS

Email completed form to reportdamage@fau.edu or hand deliver to the Emergency Operations Center.

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 |