UNIT DAMAGE ASSESSMENT FORM - SPACE

Email completed form to reportdamage@fau.edu or hand deliver to the Emergency Operations Center.
DO NOT SUBMIT THIS FORM TO WORK CONTROL

_____	_____	_____	_____
Campus	Building Name	Bldg #	Room #

REMEMBER, YOUR SAFETY COMES FIRST!

Space is (check all that apply):

D Not usable **D** Usable **D** Wet/Damp **D** Dry

In the aftermath of a disaster, evaluating and reporting damages in your unit's facilities is everybody's responsibility.

Check which basic services are operational:

	Yes	No		Yes	No
Phone	**D**	**D**	Power	**D**	**D**
Internet	**D**	**D**	Water	**D**	**D**

Ceiling tiles (e.g., wet, sagging, missing): _____

_____

Walls (e.g., cracks, watermarks, soot): _____

_____

Floor/Carpet (e.g., wet, burnt, torn, mildew):_____

_____

Water leaks (e.g., from roofs, through walls, windows): _____

_____

Doors & Windows (e.g. broken locks, hinges, awnings): _____

_____

Fixtures (e.g., electrical outlets, lightning): _____

_____

Other: _____

_____

Contact Person: _____ Telephone _____

Department: _____ Fax Number: _____

Duplicate as required