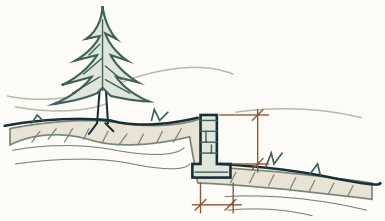
FIELD OPERATIONS / BLANK TEMPLATE

Customer property damage record



Document a damaged item or finish and arrange customer and supervisor follow-up.

TEMPLATE VERSION
1.0

COMPLETED BY
Avalon field or office staff

Describe what was observed, its location and any documented earlier condition. Keep facts and reported statements clearly attributed.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit date *

Visit or work-order reference
Use the reference on the schedule or job sheet.

Item or surface and room *

Time damage was observed *

Damage and prior condition *
Describe size, material and visible change. Identify the source of any earlier condition record.

Actions taken to prevent further damage *
Record the condition at departure.

Customer and supervisor contact or notification reference *

Authorized evidence reference

Person responsible for the next update *

Attestation

I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date