Damaged/Missing Item Report Form
Wing 4 Re-Occupancy
2008

Date:_____

Name:_____

Office/Workstation Number:_____ **Time:**_____
Signature:_____

Instructions for use of this form:

Damaged Items

1. Be specific about the nature of the damage to furniture/equipment. Clearly describe which component of an item or which surface of a piece has been damaged. Attach a digital photo if available.
2. Write legibly
3. Only record damage incurred during the move
4. Return this form to the Modernization Program Office within 3 days of move.

Missing Items

1. Be specific about missing items, number of boxes, and description of the furniture, make/model and type of equipment
2. Write legibly
3. Return this form to the Modernization Program Office within 3 days of move

Damaged/Missing Items	Description of Problem

Note: **Assessment of equipment and furniture damage will occur within three (3) business days after move is completed. A Damage Claim Report will be reviewed and submitted to the move contractor with five (5) business days after a move is completed**. If the damaged facility/furniture, equipment and so forth are not properly documented in writing to the move contractor by the time frame identified in the aforementioned statement (within five (5) business days after the move), no claim for replacement, repair or other financial remuneration(s) from the contractor.