

COLORADO DEPARTMENT OF TRANSPORTATION

PROPERTY LOSS

Property/Boiler & Machinery/Electrical Equipment

This report can be used by any CDOT Employee to report loss to CDOT Risk Management. FAX (303) 757-9409

Type of loss:

Property

Boiler

Machinery

Electrical equipment

Date of loss:

Time of loss:

Location of loss:

Estimated dollar amount of loss:

Region, Maintenance Section, Area or Office:

Primary contact:

Phone:

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Secondary contact:

Phone:

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Police or Fire Agency:

Not contacted

Report attached

Will submit report later

Describe what happened:

Items that need to be submitted now or when available are:

Itemized listing of damages

Photographs of damages

Original P.O. or invoices

Written estimates of repairs

Final vouchers

Any other pertinent information

Itemized list of equipment, materials and labor used to minimize or prevent further damage.

Signature:

Date: