

## Facilities Incident Reporting Form

The purpose of the Facilities Incident Reporting form is to document any property damage, mechanical failures, or potential hazards on campus that the Facilities Department should be aware of. Once the information has been recorded, please hit "Submit."

**IF THIS IS AN EMERGENCY SITUATION, PLEASE CALL 815-509-6215.**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Provide a brief, concise description:

\*\*\*\*\*Facilities Use Only\*\*\*\*\*

Action taken: \_\_\_\_\_

Other relevant information: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_

Contact phone: \_\_\_\_\_