PROPERTY LOSS WORKSHEET

Item Number	Building	Room	Issue	Project Manager	In-House or Contractor	Type of Order	PO/WO Numbers	PO Amt	Actual Costs				Invoice # Number	Invoice Date
									Labor	Material	Equip	Total		
EXAMPLE	Smith Hall	201	leaks & flooding	John Doe	Joe's Roofing	T & M	#123456	$ 14,900.00	$ 10,000.00	$ 4,000.00	$ 900.00	$ 14,900.00	#AC118	2/22/2012

* if applicable

Check Number	Check Date	Status	Final Invoice	Claimed Amount	FM Global * Adjustment	FM Global * Under Review	FM Global * Measure	Comments
#4490	3/15/2012	work completed						