

# Damage Extent Documentation Format

## General Information

Report Date

Prepared By

Location of Damage

Date of Incident

## Description of Damage

Detailed Description

## Extent of Damage

Item/Area	Type of Damage	Approx. Size / Quantity	Severity	Remarks

## Photo Documentation

Photo Reference (Describe or paste links/IDs as needed)

## Recommendations

Brief summary of recommended actions, repairs, or follow-up.

**Important Notes:**

- Ensure all information is accurate and verified before finalizing the document.
- Attach or reference supporting evidence such as photos, sketches, or inspection reports.
- Use clear and specific terms when describing the extent and nature of damage.
- This document may be used for insurance, maintenance, or legal purposes; retain copies securely.
- Update the documentation promptly if further damages are identified or conditions change.