

DAMAGE REPORT

Rules: Filed the SAME DAY, every time — utility, private property, public property, vehicle, or machine — whether we caused it or found it already broken. **Facts and photos only. Never write or say fault language** ("our fault," "we'll pay," "sorry, we hit it"). Gas or injury past first aid: 911 first, then the ladder — this form comes after.

REPORT DATE	DATE/TIME OF DAMAGE	JOB / WO#	CLIENT

LOCATION / ADDRESS	CREW LEAD	SUPERVISOR	REPORTED BY

WHAT WAS DAMAGED

☐ Utility line ☐ Private property (yard, driveway, sprinkler, fence, mailbox) ☐ Public property ☐ Nova vehicle / machine ☐ Third-party vehicle ☐ Other

DESCRIBE IT (WHAT, WHERE, HOW BIG)

UTILITY DAMAGE ONLY — THIS SECTION DECIDES WHO PAYS

UTILITY TYPE / OWNER	811 TICKET #	TICKET VALID? (Y/N)	POSITIVE RESPONSE? (Y/N)

Marks present and accurate? Y / N Crossing potholed before work? Y / N Photos of marks + pothole taken BEFORE work? Y / N
Line was where marks said? Y / N

CAUSE — FACTS ONLY

☐ Caused by our work ☐ Found pre-existing (before-photos attached? Y / N) ☐ Third party ☐ Unknown

WHAT HAPPENED (SEQUENCE OF FACTS — NO OPINIONS, NO FAULT LANGUAGE)

ACTIONS TAKEN (CHECK ALL)

☐ Work stopped ☐ Area secured / coned ☐ 911 (gas / injury) ☐ Utility emergency line called (Supervisor) ☐ Owner notified ☐ Client notified ☐ Homeowner spoken to — no fault admitted ☐ Injury report filed

PHOTOS (COUNT OF EACH, SAVED TO THE WO FOLDER)

BEFORE-WORK PATH PHOTOS	DAMAGE PHOTOS	MARKS / TICKET / POTHOLE	AFTER / SECURED AREA

FOLLOW-UP

ESTIMATED COST (\$)	REPAIR PLAN / NEXT STEP / WHO OWNS IT	

REPORTED BY (SIGN / DATE)	SUPERVISOR REVIEW (SIGN / DATE)	OWNER REVIEW (DATE)