

## **20A Instructions for Using the Office Furnishings and Equipment Damage Report**

The purpose of this Excel spreadsheet is to systematically tally any damage to office furnishings and equipment damaged or destroyed in a disaster. Part 1, the first page is for normal office equipment. Part 2, the second page is for special equipment that may exist in some departments. But this form is not to be used for reporting damage to rolling stock or vehicles. Use 16 Post Disaster Vehicle Damage Report for reporting that damage. Each department or division that has damage to report should use this form. Once the forms are all collected, they can be entered into a single multi-tab spreadsheet and by using the Excel "Cross Tab" report feature, total furnishings and equipment losses can be estimated quite rapidly with a fairly high degree of accuracy.

The cost of a single item, or a few items may be relatively insignificant, but if there are dozens, or hundreds of the same item, the total cost can grow quite rapidly throughout the organization. Losses in your department may be small, but when added with all the other damaged items, the cost may be considerable. This is an initial first estimate to gauge the scope of losses. Later, a more detailed report may need to be made.

Department: Enter the department and division (if any) name.

Address: Enter the location of the facility for this report.

Room #: If needed enter the room or area name.

Floor: If needed enter the floor of the building for this report.

Contact info: Enter the name of the person in charge of compiling this report.

Quantity: Enter the total quantity of the item at this location. Include all different models, unless there is a significant difference. In the lower right corner of the spreadsheet there is room for additional special items if needed.

Cost: If the cost of the item is known, enter it. Otherwise, leave it blank for now. The price can be added later on. If the item is unusual, take a digital photo and attach it to the file.

Extension: The total cost extension is a calculated column.

Miscellaneous Items: See the line descriptions for each of these items.

Chairs & Tables: List the various types of tables and chairs. At this point, the total count is more important than nominal differences in the items original price.

Filing Cabinets & Bookshelves: Enter the total counts by type and size.

Phones: Enter the total number of phones by type and features.

Computers: Almost every computer is different from every other computer, if not in hardware, then in installed software. Count the total number of machines for this first inventory.

Cubicles: Again this is a rough estimate, minor differences in size or features are not important, such as whether the cubicle had a window or not.

Other (describe): If there is other equipment, describe it and if possible, provide a digital photo, even if the digital photo is of the damaged equipment.

On the second page, there may be less repetition of similar items, so more detail will be required and digital photos will be even more helpful in documenting damage. To the extent possible, include the make, model and serial number for each item listed.

Quantity: Enter the total quantity of similar or identical items.

Cost: If known, enter original cost. If a cost is not known, do not guess. This is better to be researched from purchasing records or catalogs later.

Extension: This is a calculated column.

Special Equipment Name: Enter the name of the equipment. If not known, try to describe its function, if known. Include a digital photo of each unknown item.

Damage Type: Using the key at the bottom of the page, indicate what type of damage occurred. Enter multiple keys if there is multiple damage, such as smoke damage and water damage, etc.

Model #: If the model number is accessible include it. This may be very important later when we have to replace an obsolete machine with a newer one. We will have to justify to FEMA why we can't replace certain items and must get current models.

Serial #: If available enter the serial numbers for the same purposes and entering the model numbers.

Damage key: W = Water; S = Smoke/Fire; D= Dust; C = Crushed; F = Fell/Dropped