

Damage report

Date of notification:

Important: Please also read the manual on the claims settlement. It can be found on the following website:

<https://www.ethz.ch/services/en/service/safety-security-health-environment/accidents-damage/incidents-causing-damage.html>

Reported by

Department / Institute / Central organ

First name / surname

Internal address

Internal phone number

Internal e-mail address

Date and place of incident

Date from to

Time from to

Building Room

Street / postcode / place

Further comments

Scale of damage

Description of scale of damage

Information on persons involved

Department / Institute / Central organ

First name / surname

Internal address

Internal phone number

Internal e-mail address

Group of people (please tick as appropriate) damaged party respondent witness

Department / Institute / Central organ

First name / surname

Internal address

Internal phone number

Internal e-mail address

Group of people (please tick as appropriate) damaged party respondent witness

Department / Institute / Central organ

First name / surname

Internal address

Internal phone number

Internal e-mail address

Group of people (please tick as appropriate) damaged party respondent witness

Department / Institute / Central organ

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Group of people (please tick as appropriate) damaged party respondent witness

List of damaged and/or stolen items

All items are listed in the **following table**

All items are listed in a **separate table** (please attach table to e-mail)

	Item description If applicable: Inventory number Serial number	Year of manufacture ----- Service life expectation according to manufacturer	Purchase costs (indicate currency)	Replacement and repair costs (indicate currency)	Information on whether repair or replacement ----- Comments / details on the damaged item	ETH Zurich property
1		-----			Repair Replacement ----- Comments:	
2		-----			Repair Replacement ----- Comments:	
3		-----			Repair Replacement ----- Comments:	
4		-----			Repair Replacement ----- Comments:	

5					Repair Replacement	
					Comments:	
6					Repair Replacement	
					Comments:	
7					Repair Replacement	
					Comments:	
8					Repair Replacement	
					Comments:	
9					Repair Replacement	
					Comments:	
10					Repair Replacement	
					Comments:	

Information

Please enclose the following documents for each item:

- **Invoice for the repair costs and/or replacement costs**

If the damage hasn't been remedied yet, you need to enclose an **estimate of the manufacturer or seller** that lists the repair costs or replacement costs, respectively.

The Safety, Security, Health and Environment (SSHE) Administrative Department needs the list of damaged and/or stolen items with the corresponding documentary evidence in order to process the incidence.

Claims adjustment

1. Loss adjustment is carried out by the Financial Services Department.
2. The damage report is sent to the Financial Services Department via SSHE.
3. The Financial Services Department examines the possibility of reimbursement (from the loss adjustment fund).

Information provided by the damaged party

In case of reimbursement, the amount can be credited to this fund:

Fund	Authorized person
Cost centre	Administration employee
	Phone number

Detailed incident report

Please describe the course of events that lead to the property damage.

	Date, time	What happened?
1		
2		
3		
4		
5		

Attachments (attach to e-mail)

Invoices and/or estimates

Submission

Send the filled in form and all attachments to sgu_schaden@ethz.ch (cf. upper right-hand side button, page 1)