EQUIPMENT DAMAGE REPORT FORM

Spring 2009

Directions: **1. Fill out all four steps**
2. Deliver to Coach or any Board member

1. **Name of shell: _____**

2. **Check the appropriate box. If item is NOT listed, skip to step 3 to write in.**

   [ ] Cracked outside hull **[ ] Broken skeg or rudder**

   [ ] Cracked inside hull **[ ] Shoes torn or worn out**

   [ ] Taking on water **[ ] Any missing/damaged parts**

   [ ] Bent or broken rigger **[ ] Loose/damaged seat or track**

   [ ] Cox box wiring does not work **[ ] Loose/damaged foot stretcher**

   [ ] Damaged oarlock

3. **Describe the DETAILS and SPECIFIC LOCATION of the damage:**

4. **Name: _____**
   Phone No.: _____
   E-mail: _____
   Date of damage: _____
   Time of damage: _____

***** This information is used to monitor the equipment and expedite necessary repairs and maintenance. Thank you.