



Date of Incident	07-20-2020
Prepared By	Amber Johnson
Property	Haverford Court
Time of Incident	08:45:00
Location of Incident	East courtyard side ,E122

Description of Incident
Maintenance found a broken window in the courtyard on morning rounds. Discovered that the window outer pane was broken, but not the inner pane. Window was the bedroom of E122. I arrived at 9:00 am and went out to see the window. I took photos and called Adam to find out who does our windows. I went into the office and called the resident to ask her. She informed me that she was in and out all weekend and neither she or her son had heard any noise or commotion over the weekend.
Corrective action taken at the time of the incident
Cleaned up the broken glass in the courtyard and rocks
What we have done related to Customer Service and helping the resident, if anything?
Called the resident to see if she was aware of anything and assure her we will be working on fixing the issue. Will let her know when someone is coming so she can prepare the room
Witnesses names and phone number
Ronald Francis-+1 (215) 421-6318
Is criminal activity involved
No

