



## FIRE DAMAGE CHECKLIST

When disaster strikes, it's too late to develop a plan. Preparation is the key to minimizing damage. Here are a few restoration tips that can help you before, during, and after a disaster strikes.

- △ Safely remove yourself, other people and pets from the affected area.
- △ Call 911.
- △ Call **A-1 Restoration** to begin the restoration and reconstruction process.
- △ Call your insurance company and/or agent to file a claim.
- △ Remain nearby until the property has been secured.
- △ Limit the movement in the property to prevent soot particles from being impregnated into upholstery and carpets. Keep hands clean; soot on hands can impregnate upholstery, walls and woodwork.
- △ Videotape and photograph as much of the damage as possible.
- △ Facilitate cross-ventilation where possible by opening doors and windows.
- △ Place clean towels or old linens on rug and carpet traffic areas to prevent more soiling.
- △ If electricity is shut off, remove contents from refrigerators and freezers and prop open doors to allow circulation. For safety reasons, make sure the doors cannot close.
- △ If the heat is off during freezing season, turn off main water supply to avoid pipe breaks. Pour anti-freeze in sinks, toilet bowls and tubs. Make sure that children and pets do not have access to the anti-freeze.
- △ Change furnace filter and tape double layers of cheesecloth over air registers.
- △ Remove valuable items such as vital records, irreplaceable photos and important documents.

- △ **Blow off or brush-vacuum loose soot particles from upholstery, drapes, and carpets.**
- △ **Wash both sides of plants leaves with a clean, damp washcloth.**
- △ **After cleaning chrome trim, appliances, and other metal/shiny surfaces with detergent, apply a protective coating of Vaseline or light oil.**
- △ **Do not attempt to wash any walls or painted surfaces without first contacting a professional restoration service.**
- △ **Do not attempt to shampoo carpet or upholstered furniture without first contacting a professional restoration service.**
- △ **Do not attempt to clean any electrical appliances, TV sets, radios, etc. that may have been close to fire, heat or water without first contacting a professional restoration service.**
- △ **Do not use any canned or packaged food or beverages that may have been stored close to fire, heat or water; they may be contaminated.**
- △ **Do not turn on ceiling fixtures if ceiling is wet. Wiring may be wet or damaged.**
- △ **Do not send garments to ordinary dry cleaning. Improper cleaning may set smoke odor.**