



FLOOD 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 especially if the water is black.
- △ If the flood was caused by a leak in the plumbing system, turn off the water at the main.
- △ Shut off all electricity at the main breaker.
- △ Call **A-1 Restoration** to begin the restoration and reconstruction process.
- △ Call your insurance company and/or agent to file a claim.
- △ Videotape and photograph as much of the damage as possible.
- △ Facilitate cross-ventilation where possible by opening doors and windows until electricity is restored.
- △ Place aluminum foil, china saucers, or un-stained wood blocks between furniture legs and wet carpeting.
- △ Remove valuable items such as vital records, paintings, irreplaceable photos, family heirlooms and important documents to a dry, safe place. Place water-logged vital records and important documents in a freezer to retard mildew growth until professional drying is possible.
- △ Remove as many items as possible from affected areas, placing undamaged contents in a secure, dry place.
- △ Remove all wet fabrics throughout your home, including sheets, tablecloths, blankets or other coverings. Place them outside for drying.
- △ Remove damp books and spread them out to dry.

- △ Hang damp clothes up to dry. Materials such as leather are particularly sensitive to outside weather variables; it's best to keep them indoors at room temperature.
- △ If a water-damaged ceiling is sagging, punch small holes to relieve trapped water and let it drain into a bucket.
- △ Remove as much excess water as possible by mopping and blotting.
- △ Remove tabletop lamps and other items; wipe excess water from wood furniture.
- △ Remove and prop up wet upholstery cushions for even drying.
- △ Remove saturated area rugs and other removable floor coverings. Place outside and away from your home. **Warning:** Wet rugs can be extremely heavy and may require more than one person to lift.
- △ Survey curtains and draperies throughout the affected areas. If they're skimming any wet floors, lift them and either tack them up or place them over a coat hanger hooked onto the curtain rod.
- △ Once electricity is restored, ventilate affected areas. If ceiling is dry, turn on ceiling fans. Use box fans and oscillating fans throughout the house to aid in the drying process. In summer months, where possible, turn on air conditioning and set to coolest temperature possible. In winter months, alternate the heating system and opened windows.
- △ If you own a dehumidifier, turn it on if the outside temperature is approximately 65 degrees or higher.
- △ Open doors throughout the house, including bedroom doors and closet doors, to speed the drying process. A good rule of thumb is to open anything that can be opened -- drawer, cupboard, window or interior door -- to maintain air circulation.
- △ Open furniture drawers and cabinet doors to facilitate drying.
- △ Open suitcases and luggage to dry, in sunlight, if possible.
- △ Don't enter a room with standing water unless you have turned off the electricity.
- △ Don't turn on ceiling fixtures if ceiling is wet; keep out of rooms where ceilings are sagging from retained water.

- △ Don't leave wet fabrics in place and dry as soon as possible; hang furs and leather goods to dry separately at room temperature. Materials such as leather are particularly sensitive to outside weather variables; it's best to keep them indoors at room temperature.
- △ Don't leave books, magazines or other colored items on wet carpets or floors.
- △ Don't use your household vacuum to remove water.
- △ Don't use televisions or other appliances while standing on wet carpets or floors, especially not on wet concrete floors.