

Disaster Damage Documentation Checklist (DA-I-7)

A copy of this worksheet should be placed in each Project Worksheet file and used as a reference to create a complete documentation of a disaster loss and recovery costs.

Site Address		DR #		
Date	Document(s)			Dept Responsible
	ATC-20 Preliminary & Detailed Safety Assessments			
	Pre-disaster photographs of structure and contents			
	Dated damage photos. Take more photos if more damage is found.			
	Floor plan of building marked with photograph references			
	Incident report(s)			
	Copy of insurance policy			
	Insurance adjuster's reports			
	Inventory of building contents furnishings and equipment			
	Inventory of supplies and materials in building			
	Original architectural / engineering drawings (if available)			
	Press clippings / news video footage			
	Information for special considerations (Hazmat, historic, flood plain, etc			
	Other 1 (specify)			
	Other 2 (specify)			
	Other 3 (specify)			
Documentation of emergency work done at the site				
	Worker time sheets			
	Materials bills			
	Equipment time sheets			
	Contracts for emergency work (FEMA Category A & B)			
	Invoices for emergency work (FEMA Category A & B)			
	Other (Specify)			
Construction documents for repair and reconstruction				
	Bid documents			
	Contract documents			
	Contract change-orders			
	Other (Specify)			