

## Disaster Cost Recovery File Checklist (PW-1)

Location or site : \_\_\_\_\_ DR# \_\_\_\_\_

### **One site per folder**

Use a Pendaflex hanging folder or expanding file folder, with a tab color coded by type of damage (A-H.) Use a separate color coding for private sector damage. Use the Disaster Damage Documentation Checklist (DA-I-7) as a reference. This list may not be all inclusive.

### **Documentation of Damage**

- ☐ ATC-20 Preliminary Damage Assessment
- ☐ ATC-20 Detailed Damage Assessment
- ☐ Pre-disaster photographs of structure and contents
- ☐ Dated photographs of damage (Take additional photos when new damage is uncovered)
- ☐ Floor plan of building marked with photograph references
- ☐ Site map of facility
- ☐ Dated (silent) video tape of damage. (Take additional video tape anytime new damage is discovered.
- ☐ 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 of special considerations i.e., asbestos contamination, soil contamination
- ☐ Facility and site maintenance records

### **Documentation of emergency work done at the site**

- ☐ Worker time sheets\*
- ☐ Materials bills\*
- ☐ Equipment time sheets\*
- ☐ Contracts for emergency work (FEMA Category A & B - Debris clearance and protective measures)
- ☐ Invoices for emergency work (FEMA Category A & B)

*\* Include both paid and donated labor, equipment and materials for Category A & B work*

### **Construction documents for repair and reconstruction**

- ☐ Bid documents
- ☐ Contract documents
- ☐ Contract change-orders and Cost-Price Analysis worksheets
- ☐ Architectural and engineering documents
- ☐ Permits and clearances
- ☐ Photographic - video record of repairs / re-construction

### **Other**

- ☐ Environmental and historic clearance letters
- ☐ Environmental Impact Reports
- ☐ Records of donated goods and services
- ☐ Hazard mitigation proposals
- ☐ Mutual aid agreement and records of mutual aid provided at the site