

5 Instructions for Using the Disaster Damage Cost Worksheet (Sample)

This Excel worksheet is used to prepare estimates for repair of disaster damage. It is similar to FEMA Form 90-91B (Cost Estimate Continuation Sheet). However, it does calculations and prompts the estimator to look for hidden damage that must also be included in the "Scope of Damage" and "Scope of Work documents to be reimbursable by FEMA. Add rows to this spreadsheet for additional line items. If rows are added, unhide columns "H" through "M" and copy the formulas to ensure accurate calculations. Photographs should be taken and attached for any special conditions or special finishes.

- Facility Name: Enter the facility name, if any.
- Disaster #: This number is provided by FEMA. It may be added later.
- Address: Enter the facility address or use GPS coordinates.
- P.W. # (Project Worksheet #): This number is provided by FEMA. It may be added later if required
- Date Prepared: Enter today's date
- Photos Attached: Use the drop down menu to indicate if photos are included.
- Prepared by: Enter the name of the person making the estimate
- Email Address: Enter the email address where they are permanently assigned.
- Phone Number: Enter their office phone number.
- Cell Phone: Enter the cell phone number of the person preparing the estimate, if available.

Interior Visible Damage:

Estimated Square Feet: In this column enter the quantity of material if it is priced in single units, square feet, or square yards. If this column is used, do not enter anything in the "Estimated Lineal Feet" column, otherwise a "Check Error" message will appear. This column can be used to enter quantities of individual units, such as the number of doors.

Estimated Lineal Feet: Enter the estimated quantity of materials in lineal feet. If this column is used, do not enter anything in the "Estimated Sq. Ft. or Sq. Yds" column, otherwise a "Check Error" message will appear.

Estimated Cost / Unit: Enter the unit price based on units, square or running feet of materials needed.

Cost Extension: This is a calculated field.

- Wall (describe the wall type, drywall, masonry, etc.): Enter the lineal feet of wall. Make a note of the wall height in the notes column.
- Wall finish: Enter the wall covering type, i.e., paint, vinyl sheeting, paneling, etc.
- Ceilings: Enter the ceiling area in square feet. Note the type in the "Notes"

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- section, T-Bar, drywall, etc.
- Roof structure: Enter the square footage of the building and describe the structure type in the “Notes” section.
- Roof covering: Enter the square footage, or square yardage of floor coverings. Describe the type in the notes section.
- Floor structure: Describe the floor structure in the notes, wood joists, steel frame, poured concrete, etc.
- Floor Coverings: Describe the floor finishes, such as wood, tile, carpet, etc.
- Windows: Describe the type of windows and estimate the total square footage.
- Doors: Enter the number of doors. Specify single doors, double doors, fire doors, etc.
- Lighting: Enter the number and style of the light fixtures.
- Furniture: Describe the furnishings and specify the number of units. Take and attach photos of damaged furnishings.
- Cabinets: Describe the number, style and quantity of the cabinets.
- Equipment: Enter any special building equipment, such as boilers, elevators, etc. Do not include computer equipment.
- Folding Walls: Describe the height, width and finish of any folding walls and enter the length.
- Other: Describe and specify any other building components.
- Other:
- Other:

Exterior Visible Damage:

- Structural retaining Walls: Describe the walls, attach photos if possible and estimate the lineal or square footage.
- Decorative exterior walls: Describe the walls, attach photos if possible and estimate the lineal or square footage.
- Curbs & gutters: Enter the lineal feet.
- Sidewalks: Enter the square feet of sidewalk.
- Driveways: Enter the square feet of driveway and describe the material in the notes, concrete, asphalt, etc.
- Debris: Estimate the cubic yardage of debris. (See FEMA Debris Management Guide for details and how to calculate cubic yardage of debris.)
- Antennas: Describe and estimate the height of any antennas.
- Other: Describe and specify any other building components
- Other:
- Other:

Potential Hidden Damage:

The purpose of this section is to prompt the estimator to look beyond the obvious and apparent damage and consider if other building components may have hidden damage, or damage that is not apparent because of utility interruptions.

System Works - Yes or No: Use the Drop-Down menu to select an answer.

\$ Estimate: Estimate the potential damage that may exist because of the disaster.

Remember, this is an estimate and damage estimates over time will continue to be revised, usually upwards by a significant degree.

- Electrical power: Enter an estimated dollar cost if there are serious problems with the electrical system, particularly the transformers and switch gear.
- Plumbing: Enter an estimate dollar cost of there are serious plumbing repairs, particularly to boilers, filters and water treatment units.
- Heating and A/C: Enter an estimated dollar cost if there are serious problems with the heating, ventilating and air conditioning systems.
- Structural components: Enter an estimated dollar cost if there are serious problems with the foundation, structural walls or roof structures
- Computer Network: Enter an estimated dollar cost if there are serious problems with the computer network, file servers or server room air conditioning units or power supplies.
- Phone System: Enter an estimated dollar cost if there are serious problems with the telephone switch gear or power supplies.
- 911 System: If there is a 911 system, check to see if there are any structural problems with the equipment racks or wiring blocks.
- Alarm/Warning Systems: Enter an estimated dollar cost if there are serious problems with the fire alarm, CO2, burglar alarm or other monitoring systems.
- Other: Enter an estimated dollar cost if there are serious problems with other systems or building components.
- Other:
- Other:

Total Rough Estimate (Does not include taxes and overhead costs.