

**Missing Documentation Request (PW-4a)
For Disaster Cost Recovery Project Worksheet
For Equipment, Supplies or Furnishings**

To:	
Department or Agency	
From:	Disaster Cost Recovery Team
Date:	
Project Number:	
Project Address:	
Project Worksheet #	
Response Required by:	
For further information call:	

The documentation necessary to complete this Project Worksheet is incomplete. Please supply the following checked items. This Project Worksheet cannot be further processed until the following documents are provided.

- ☐ Dated photographs of damaged equipment or furnishings with map showing locations of photos
- ☐ Pre-disaster photographs of equipment and furnishings
- ☐ Post Disaster Vehicle Disaster Damage Report form for each unit.
- ☐ Damage reports for contents and furnishings of each individual office, if available
- ☐ Report showing that the facility housing the equipment and furnishings was a total loss and documentation of individual components or offices was not possible.
- ☐ Area maps, site plan, and floor plans showing where equipment and furnishings were used, if applicable
- ☐ Inventory reports showing current location of damaged equipment and furnishings
- ☐ Disaster incident reports, if any
- ☐ Complete inventory of damaged equipment used at location
- ☐ Pre-event inventory of supplies and materials on-hand before event.
- ☐ Records of all maintenance and repairs associated with damaged equipment

- ☐ Copy of insurance policy
- ☐ Insurance adjuster's reports
- ☐ Information regarding any hazardous materials issues related to the damaged equipment or furnishings
- ☐ Equipment maintenance records

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

- ☐ Worker time sheets
- ☐ Materials bills
- ☐ Equipment time sheets
- ☐ Bid documents and contracts for emergency work (FEMA Category A & B - Debris clearance and protective measures)
- ☐ Contract change-orders
- ☐ Permits and clearances
- ☐ Invoices for emergency work (FEMA Category A & B)

☐ **Documents for repair and replacement**

- ☐ Bid documents, including specifications
- ☐ Documentation showing that used items of similar age and condition are not readily available
- ☐ Contract documents
- ☐ Contract change-orders
- ☐ Permits and clearances
- ☐ Appendix 10-3 Equipment Cost Recovery Inventory form(s)
- ☐ Appendix 10-5 Equipment Cost Recovery Replacement Clarification form(s)
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____