

Disaster Cost Recovery Documentation Filing Assignment Checklist (DOC-4)

File all documents by site address and then chronologically by date

Site Address

Date

Project Worksheet #

File Manager

Documentation Folder

☐ Damaged Facilities or Infrastructure

Sub-Folder

- ☐ Photos Pre-Disaster
- ☐ Pre-disaster inspection plans & reports
- ☐ Photos of damage
- ☐ Photos of clean up or repair Ops
- ☐ Photos of clean up or repairs finished
- ☐ Facility Safety Assessment Reports
- ☐ Building Inspector / Engineer Reports
- ☐ Damage Reports (Scope of Damage)
- ☐ Mechanical Systems Damage Reports
- ☐ Contents Damage Reports
- ☐ I.T. - Telecom Damage Reports

☐ Debris Field Documentation

- ☐ Photos Pre-Disaster
- ☐ Photos of debris
- ☐ Photos of clean up Ops
- ☐ Photos of cleaned up site
- ☐ Written Estimates & Reports
- ☐ Haz Mat & Environmental Issues

☐ Debris Mgmt Ops Files

- ☐ Truck Certifications
- ☐ Trip Tickets
- ☐ Time Cards
- ☐ Site Plans

☐ Debris Monitoring Files

- ☐ Daily Ops Reports
- ☐ Time Cards
- ☐ Daily Ops Reports
- ☐ Daily Monitor Reports

☐ Incident Response

- ☐ Incident Reports
- ☐ Field Work Reports
- ☐ ICS-214.5's
- ☐ Mutual Aid Documents
- ☐ Time Cards

☐ Survivors Services

- ☐ Payroll Data
- ☐ Human Shelters
- ☐ Pet Shelters
- ☐ Mass Feeding
- ☐ Points of Distribution/Dispensing
- ☐ Local Assistance Centers / DAC's
- ☐ Telephone Call Centers

☐ Volunteers & Donations

- ☐ Donated Labor Time Cards
- ☐ Donated Labor Reports
- ☐ Donated Goods Receipts
- ☐ Donated Equipment Receipts
- ☐ Donated (Loaned) Facilities Receipts

☐ Private Non-Profit Ops

- ☐ Daily Activity Reports
- ☐ Time Cards or Labor Reports
- ☐ Equipment Reports
- ☐ Goods or Services Sign-up Sheets

☐ FEMA Summary Reports

- ☐ Force Account Labor
- ☐ Force Account Equipment
- ☐ Rented Equipment
- ☐ Materials
- ☐ Contracts
- ☐ Benefits Worksheet

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<input type="checkbox"/> Insurance	<input type="checkbox"/> Policies	<input type="checkbox"/> Purchasing	<input type="checkbox"/> Ordinances, Policies & Procedures
	<input type="checkbox"/> Flood Maps & NFIP information		<input type="checkbox"/> Plans and Bid Specifications
	<input type="checkbox"/> Adjusters Reports		<input type="checkbox"/> RFPs / RFQs
	<input type="checkbox"/> Insurance General Correspondence		<input type="checkbox"/> All Bids submitted
	<input type="checkbox"/> Litigation and Settlement Documents		<input type="checkbox"/> Advertisements
<input type="checkbox"/> Project Worksheet Forms	<input type="checkbox"/> Project Worksheet Documents (90-91 series)	<input type="checkbox"/> Contract Documents	<input type="checkbox"/> Bid Protests
	<input type="checkbox"/> Project Maps and Sketches		<input type="checkbox"/> Prime Contractor
	<input type="checkbox"/> Environmental Issues		<input type="checkbox"/> Sub Contractors
	<input type="checkbox"/> Hazardous Material Issues		<input type="checkbox"/> Invoices & Statements
	<input type="checkbox"/> Historic Issues		<input type="checkbox"/> Contractors Work Records
	<input type="checkbox"/> Flood Plain Issues		<input type="checkbox"/> Cancelled Checks
	<input type="checkbox"/> Coastal Barrier Issues		<input type="checkbox"/> Contractor Correspondence
	<input type="checkbox"/> Mitigation		<input type="checkbox"/> Change Orders
	<input type="checkbox"/> Other Issues		<input type="checkbox"/> Field & Shop Drawings
	<input type="checkbox"/> Private Non-Profit		<input type="checkbox"/> Contractor Debarment Checks
	<input type="checkbox"/> Project Cost Escalation Docs		<input type="checkbox"/> Dispute & Litigation Files
<input type="checkbox"/> Project Worksheet Mgmt	<input type="checkbox"/> Project Worksheet Appeals	<input type="checkbox"/> General Correspondence	<input type="checkbox"/> Construction Management Documents
	<input type="checkbox"/> Project Worksheet Extensions		<input type="checkbox"/> Building Permits & Inspection Records
	<input type="checkbox"/> Project Worksheet Supplements		<input type="checkbox"/> FEMA Correspondence
	<input type="checkbox"/> Project Worksheet Correspondence		<input type="checkbox"/> State OES/OEM Correspondence
	<input type="checkbox"/> Project Worksheet Closeout Docs		<input type="checkbox"/> Intra-agency Correspondence
<input type="checkbox"/> Architectural and Engineering	<input type="checkbox"/> Plans	<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Other Correspondance
	<input type="checkbox"/> Specifications		<input type="checkbox"/> Disaster Proclamations / Declarations
	<input type="checkbox"/> Structural		<input type="checkbox"/> Agency Charter
	<input type="checkbox"/> Soils		<input type="checkbox"/> Labor Agreements & MOU's
	<input type="checkbox"/> Mechanical		<input type="checkbox"/> Budget Documents
	<input type="checkbox"/> Electrical		<input type="checkbox"/> News Media Articles
	<input type="checkbox"/> Other 1		<input type="checkbox"/> Payroll Schedule for all employees
	<input type="checkbox"/> Other 2		<input type="checkbox"/> Disaster policies (pay, feeding, etc.)