

Hurricane Damage Preliminary Assessment Report

| | | | | | | |
|---|-------------|------------------|-------------------|------------|-------------|-----------------|
| | | | | | | |
| Name of Wind Storm Event: | | | | | | |
| Facility Name: | | | | | | |
| Address: | | | | | | |
| Building Name or Number | | | | | | |
| Building Value: | | Content Value: | | | | |
| GPS Coordinates: | | | | | | |
| Assessment Date: | | | | | | |
| | | | | | | |
| Accessibility | None | Difficult | Impossible | | | Comments |
| Road to work | | | | | | |
| Parking lot | | | | | | |
| Site/building | | | | | | |
| | | | | | | |
| Utilities | None | Limited | Available | | | Comments |
| Water | | | | | | |
| Sewage | | | | | | |
| Electricity | | | | | | |
| Phone service | | | | | | |
| | | | | | | |
| Building Condition – % of Damage | None | 25% | 50% | 75% | 100% | Comments |
| Windows | | | | | | |
| Doors | | | | | | |
| Walls | | | | | | |
| Ceiling | | | | | | |
| Roof | | | | | | |
| Floors | | | | | | |
| | | | | | | |
| Office Space | None | 25% | 50% | 75% | 100% | Comments |
| Work areas | | | | | | |
| Storage rooms | | | | | | |
| Meeting rooms | | | | | | |
| Waiting rooms | | | | | | |
| Hallways | | | | | | |
| Restrooms | | | | | | |

| Office Equipment | None | 25% | 50% | 75% | 100% | Comments |
|----------------------|------|-----|-----|-----|------|----------|
| Furniture | | | | | | |
| Records/files | | | | | | |
| Supplies | | | | | | |
| Electronic equipment | | | | | | |
| Computers | | | | | | |
| Photocopier | | | | | | |
| Printer | | | | | | |
| Telephones | | | | | | |
| Fax machine(s) | | | | | | |
| Vehicles | | | | | | |
| Other | | | | | | |

Proceed with Caution:

- 1.) Survey damaged building
- 2.) Document all problems/conditions in attached form
- 3.) Include the approximate percentage of damage for each category in building

Completed by:

Additional Comments: