



WATER DAMAGE CHECKLIST

When disaster strikes, it's too late to develop a plan. Preparation is the key to minimizing damage. Here are a few restoration tips that can help you before, during, and after a Water related disaster strikes.

- Safely remove yourself, other people, and pets from the affected area especially if the water is black.
- If the flood was caused by a leak in the plumbing system, turn off the water at the main.
- Shut off all electricity at the main breaker.**
- Call Pride Cleaning & Restoration to begin the restoration and reconstruction process immediately.
- Call your insurance company and/or agent to file a claim.
- Videotape and photograph as much of the damage as possible.
- Facilitate cross-ventilation where possible by opening doors and windows until electricity is restored.
- Place aluminum foil, china saucers, or un-stained wood blocks between furniture legs and wet carpeting.
- Remove valuable items such as vital records, paintings, irreplaceable photos, family heirlooms and important documents to a dry, safe place.
- Place water-logged vital records and important documents in a freezer to retard mildew growth until professional drying is possible.
- Remove as many items as possible from affected areas, placing undamaged contents in a secure, dry place.
- Remove all wet fabrics throughout your home, including sheets, tablecloths, blankets or other coverings. Place them outside for drying.
- Remove damp books and spread them out to dry.
- Hang damp clothes up to dry. Materials such as leather are particularly sensitive to outside weather variables; it's best to keep them indoors at room temperature.
- If a water-damaged ceiling is sagging, punch small holes to relieve trapped water and let it drain into a bucket.
- Remove as much excess water as possible by mopping and blotting.
- Remove tabletop lamps and other items; wipe excess water from wood furniture.

- Remove and prop up wet upholstery cushions for even drying.
- Remove saturated area rugs and other removable floor coverings. Place outside and away from your home. **Warning: Wet rugs can be extremely heavy and may require more than one person to lift.**
- Survey curtains and draperies throughout the affected areas. If they're skimming any wet floors, lift them and either tack them up or place them over a coat hanger hooked onto the curtain rod.
- Once electricity is restored, ventilate affected areas. If ceiling is dry, turn on ceiling fans. Use box fans and oscillating fans throughout the house to aid in the drying process.
- In summer months, where possible, turn on air conditioning and set to coolest temperature possible.
- In winter months, alternate the heating system and opened windows.
- If you own a dehumidifier, turn it on if the outside temperature is approximately 65 degrees or higher.
- Open doors throughout the house, including bedroom doors and closet doors, to speed the drying process. A good rule of thumb is to open anything that can be opened -- drawer, cupboard, window or interior door -- to maintain air circulation.
- Open furniture drawers and cabinet doors to facilitate drying.
- Open suitcases and luggage to dry, in sunlight, if possible.
- Don't enter a room with standing water unless you have turned off the electricity.**
- Don't turn on ceiling fixtures if ceiling is wet;** keep out of rooms where ceilings are sagging from retained water.
- Don't leave wet fabrics in place and dry as soon as possible;** hang furs and leather goods to dry separately at room temperature.
- Materials such as leather are particularly sensitive to outside weather variables; it's best to keep them indoors at room temperature.
- Don't leave books, magazines or other colored items on wet carpets or floors.**
- Don't use your household vacuum to remove water.**
- Don't use televisions or other appliances while standing on wet carpets or floors, especially not on wet concrete floors.**

This information has been provided to you by -

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