

Prepared for Florida College System RMC
Preliminary Document Request List
Claimed Damages

1. Please provide the current Statement of Values Schedule.
2. Please list all loss related invoices on the J.S. Held Costs Schedule (*College to fill in the highlighted columns*).
 - a. If estimates / quotes are provided, please schedule out until invoices are received.
 - b. Please make sure that any Property, Contents, Vehicle or Outdoor Structure being claimed is listed on the Statement of Values. All claimed costs for **Building Contents, Vehicle or Outdoor Structure must be tied to a campus and building or vehicle number listed on the Statement of Values Schedule.**
3. Please provide all videos or photos of damage. Please label photos with description of damage and location (Campus / Building).
4. If internal College labor is claimed, please fill out the “College Payroll” tab on the JS Held Costs Schedule and provide all payroll support for each claimed payroll department for the three months prior to the loss and the claimed timeframe. Payroll cost must include description of work and be tied to a building and campus.
5. All contracts and/or agreements with vendors performing remediation (water abatement, clean-up, etc.) and reconstruction services. If vendor service agreements were in place prior to the date of loss, please provide.
6. Detailed vendor invoices for any remediation and reconstruction services. Please instruct vendors to clearly **note on all invoices the name of the campus and corresponding building where the work is being done, as well as:**
 - a. Rate schedules indicating the contracted rates for labor, per diem, consumables, materials, and equipment
 - b. All subcontractor invoices and supporting backup
 - c. Loss location floor plans identifying damaged areas, scope of work to be performed, and estimated time to complete
 - d. Detailed labor schedules showing employee names, dates of service, daily hours worked, hourly rates, and per diem amounts. Please provide all backup to include, but not limited to, daily timecards, crew sheets, and/or sign in sheets with the specific job tasks performed by each employee, by campus and building.
 - e. Detailed schedule of equipment identifying the dates, quantities, and placement locations of all equipment
 - f. Receipts and/or invoices for any purchased materials included on the invoice that do not appear on the materials rate schedule

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7. Fixed Asset Ledger specific to the loss location, noting campus and building, as of the date of loss. Please identify all damaged building and related personal property assets, including all damaged contents and Furniture Fixtures & Equipment, by building and explain if the asset was disposed, repaired, replaced, restored, etc.
8. All replacement estimates and invoices for landscaping.
9. All documentation submitted to FEMA regarding the event to include the FEMA Project Worksheet (PW) and supporting information.
10. Any additional documentation you believe will help substantiate your claim.