

Preliminary Damage 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
- 4) Take photographs or video of the damage
- 5) Secure the area from future damage
- 6) Maintain damaged items for your claims adjuster

Completed by:

Additional Comments: