

Water Damage Response Checklist

Safety & Compliance

DATE / TIME DISCOVERED	LOCATION	DISCOVERED BY	WATER SOURCE
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STOP THE WATER

Water source identified _____

 Water supply shut off at source Done Cannot Locate External Source

 Main water shut-off used (if source not isolated) Done N/A

 Plumber / roofer called for repair Called Not Needed Yet

SAFETY FIRST

 Electrical circuits in affected area turned off

Do NOT touch electrics if standing in water — shut off at main panel

 Area safe to enter (no ceiling collapse risk) Yes Caution Do Not Enter

 Slip hazard — wet floor signs placed

 Affected area cordoned off from public / staff

DOCUMENTATION (BEFORE CLEANUP)

 Photos of all affected areas taken

 Photos of water source / cause taken

 Video of extent of damage taken Done Photos Only

 List of damaged equipment / inventory started

 Insurance company notified

Insurance claim number obtained _____

WATER REMOVAL

 Standing water extracted (pump, wet vac, mop)

 Sodden materials removed (carpet, underlay, contents)

 Furniture moved away from wet walls

 Salvageable items relocated to dry area

 Restoration company called (if significant) Called Not Needed

DRYING & MOULD PREVENTION

 Fans placed for air circulation

 Industrial dehumidifiers deployed Done Not Available

 Windows opened (weather permitting) Done Not Possible

 HVAC running to assist drying Done System Off

 Wet drywall / plaster cut out Done Not Needed Pending Assessment

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Anti-mould treatment applied Done Scheduled

MONITORING (ONGOING)

Moisture readings taken daily Started Equipment Needed

Visible mould check at 24 and 48 hours Clear Mould Found

Drying progress documented

Area cleared as dry (moisture meter confirms) Cleared Still Drying

RECOVERY

Repairs scheduled (plaster, paint, flooring) Scheduled Pending Assessment

Damaged equipment replacement ordered Ordered Pending Insurance

Insurance adjuster visit completed Done Scheduled

Root cause addressed to prevent recurrence _____

Incident report completed

Manager signature _____

Notes

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