



## “Our Restoration 1 Promise”

Our promise is that we will use the best materials and above code quality craftsmanship to restore your damaged property.

Major and minor disasters can strike at any moment without notice, putting your property at risk. Property owners should take the necessary precautions to minimize property damage before a disaster strikes. Luckily, **Restoration 1** has compiled a checklist to help ensure that you’ve got your bases covered. While you can't control when something goes wrong, you can prepare for it!

## Your Property

### PROPERTY INTERIOR

- Make sure doorways are sealed and don't have gaps, replace weather stripping if needed
- Inspect windows for cracks and chips
- Make sure the drainage system isn't clogged or backed up
- Elevate or move your furnace, water heater and electrical panels to higher ground if necessary
- Consider installing water leak detectors that send alerts to smart phones near entryways and in low lying areas as well as areas of your home that are high risk, such as laundry rooms or around water heaters
- Install sump pumps in low lying areas of your home
- Locate your breaker box and label the switches clearly
- Seal cracks in walls with waterproof paints or sprays for added protection
- Lock important documents and irreplaceable valuables in a waterproof, fire resistant box
- Scan photos and documents and upload them to a secure cloud storage site



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## Disaster Plan and Kit

### CREATE AN EMERGENCY PLAN

- Establish an emergency contact to check in with in the event of an emergency
- Discuss a meeting spot (neighborhood or regional)



### PREPARE A 3-DAY\* DISASTER KIT

- Include non-perishable food items such as canned food—remember the can opener—dried fruits, nuts, etc.
- One gallon of water per person a day
- Plastic cups, plates and cutlery, trash bags
- First aid kit—bandages, dehydration salts, gauze, anti-histamines, aspirin (basic first aid supplies should be stocked)
- Prescription medications
- Warm clothing and a change of clothes
- Sleeping bags and extra blankets
- Flashlights or headlamps (include extra batteries)
- Whistle
- Waterproof matches
- Basic hygiene supplies (baby wipes, toothbrushes and toothpaste, feminine products)

\*It is ideal to have at least 3 days worth of quantities in your disaster kit. Although some disasters may last longer than 3 days.

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## Insurance

- Contact your agent to determine your coverage needs
- Create an inventory list and keep it current, save receipts and take photos for documentation
- Update your policy as needed (recommended yearly)
- Familiarize yourself with what is and isn't covered
- Check to see if your property is located in a flood plain
- Consider purchasing flood insurance



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## Filing a Claim if Your Property is Damaged Commercial & Residential

- Contact your insurance agent as soon as possible
- You can also report a claim
- Provide your policy number
- Include the date, time and location
- Give a description of the damage
- Take an inventory of damaged property
- Evaluate and document the damage in photos
- Do not dispose of damaged items
- Make temporary repairs to protect property from further damage
- Keep itemized receipts for expenses such as temporary housing, repairs, meals, etc.



NOTE: Make sure to file a separate claim under your federal flood insurance if necessary