

# Preliminary Damage Assessment Report

Name of Wind Storm Event:						
Facility Name:						
Address:						
Building Name or Number:						
Building Value:				Content Value:		
GPS Coordinates:						
Assessment Date:						
<b>Accessibility</b>	<b>None</b>	<b>Difficult</b>	<b>Impossible</b>			<b>Comments</b>
Road to work						
Parking lot						
Site/building						
<b>Utilities</b>	<b>None</b>	<b>Limited</b>	<b>Available</b>			<b>Comments</b>
Water						
Sewage						
Electricity						
Phone service						
<b>Building Condition – % of Damage</b>	<b>None</b>	<b>25%</b>	<b>50%</b>	<b>75%</b>	<b>100%</b>	<b>Comments</b>
Windows						
Doors						
Walls						
Ceiling						
Roof						
Floors						
<b>Office Space</b>	<b>None</b>	<b>25%</b>	<b>50%</b>	<b>75%</b>	<b>100%</b>	<b>Comments</b>
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:**