

# Water Damage Mitigation Checklist

ROOFS	YES / NO	COMMENTS
Does a qualified professional inspect your entire roof regularly to make sure that the roof surface, flashing, sealants, and other water proofing is in good working order?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Are gutters, downspouts, and roof drains cleaned regularly to prevent water, ice, and snow from accumulating on the roof?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Is the attic well insulated and ventilated to prevent ice dams in winter?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Are roof access points secured to prevent opening in strong winds?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Do you have a local roofing contractor who you can call in an emergency to inspect and repair roof damage?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
SURFACE WATER	YES / NO	COMMENTS
Are all windows and doors securely closed each night?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Are all exterior drains clean and free of debris, particularly those at the bottom of outside stairwells?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Do all doors seal properly at the base?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Do window wells have secure covers (no cracks or holes)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Are all wall and floor cracks sealed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	



SURFACE WATER (CONT...)	YES / NO	COMMENTS
Does the sump pump have a backup power supply?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Is a portable suction pump and draft hose included in the emergency response tools? <i>(If gasoline powered, never store in basements or in confined spaces. Extra gasoline stored in UL Listed containers and not in high value buildings.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Does the ground slope away from the building in all areas? If not, consider installing permanent barriers or diking.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
PLUMBING	YES / NO	COMMENTS
Do you inspect pipes regularly, looking around connections and joints for signs of corrosion, rust, and leaks?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Does a professional regularly inspect and maintain the fire suppression systems?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Do pipes in attics, basements, and other places have enough insulation to keep them from freezing?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Do all areas of each building stay above 55 degrees in winter?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
During cold snaps, do you run a small stream of water (about the thickness of a pencil lead) through faucets to keep water moving through pipes to prevent freezing?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
During extreme cold spells, does someone visit buildings daily to check for frozen or burst pipes?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	



PLUMBING (CONT...)	YES / NO	COMMENTS
Are buildings equipped with smart sensors that alert you to water leaks?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Do you check toilets regularly to ensure they flush properly, water supply valves close smoothly, and water supply lines attach securely?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Does a plumber inspect your water heater and flush sediment from the tank every one or two years, and or based on a finite lifespan, replace the tank before failure.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Do you routinely check your water pressure regulator to prevent burst pipe fittings and connections?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Do you regularly check and clean your HVAC drain lines to prevent backups and flooding?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Do you know where your main water shutoff valve is located in case of emergency?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Have you prominently marked the various shutoffs and educated staff personnel where to find them?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Do you have protocol to inform the fire department if the fire suppression sprinkler risers or controls are not functional for occupant life safety?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Have you selected a local plumber who you can call in an emergency?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Have you installed burst-resistant supply lines with auto shutoff connectors on dishwashers, toilets, faucets, ice makers, or other appliances?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	



CRITICAL INFRASTRUCTURE OR HIGH VALUE EQUIPMENT	YES / NO	COMMENTS
Has a water damage risk assessment been completed on high value equipment or critical infrastructure?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Examples include main electrical switchgear, elevator control panels, chillers and boilers and medical diagnostic or therapeutic equipment.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Do water lines, drains or floor penetrations place this equipment at risk in the event of a leak?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Can water lines be re-routed or can barriers be used to re-direct any water leak?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
If water lines cannot be re-located, have steps been taken to determine the integrity of these lines?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
For unoccupied critical spaces, can water sensing devices be used to send an alarm to a constantly attended location?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Has the staff been trained on how to safely respond to a water damage emergency in these areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Are the critical equipment areas discussed with contractors before new construction, renovation or relocation projects begin?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	