

OPERATIONS AND MAINTENANCE EMERGENCY PROCEDURES FOR HURRICANES/STORMS

Post-Emergency Procedures & Checklist



1. Check on building as soon as it's safe to travel. If you live a good distance from the building, have someone who lives closer go and begin the building check. Make sure they have this check list. Y N N/A

2. Both Facility Manager (FM) and mechanics, and anyone else designated by FM, are to report to the building. Y N N/A

3. Survey exterior for damage, including downed trees and branches. **DO NOT GO NEAR DOWNED POWER LINES.** Y N N/A

4. Check interior for water, wind or flood damage. Y N N/A

5. Report status of building (damage or no damage) to Client. Y N N/A

6. Make a list prioritizing damages. Y N N/A

7. If there are no damages at your building, check to see if your staff is needed at another building where damages have occurred. Y N N/A

8. Check for any vandalism. Y N N/A

9. Take pictures of all damages to the building; need 3 complete sets (1 for your file and 2 for Tallahassee). Y N N/A

10. Check roof drains and other roof related items. Y N N/A

11. If there has been a loss of power, check main power coming into building, time clocks, fire alarm system, electric locks, elevators, and air conditioning units for water before starting back up. Y N N/A

12. Check satellites and antennas. Y N N/A

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13. Check parking lot sump pumps and drains.

Y	N	N/A
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14. Check outside drains for leaves and trash.

Y	N	N/A
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15. Check for any cracked or broken windows and doors. Remove shutters if installed.

Y	N	N/A
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16. Replace flags if weather permits.

Y	N	N/A
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17. Check all mechanical and electrical systems to make sure they operate properly.

Y	N	N/A
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18. Check emergency generators for proper fuel level and to see if it has run.

Y	N	N/A
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19. Check emergency generator to see if it is ready for service, and test start.

Y	N	N/A
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20. Secure any unsafe areas; post signs and install barricades, if need.

Y	N	N/A
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As soon as conditions allow, a thorough documentation of damages to the building (interior and exterior) should be collected using still photos in as large a format as possible. Videotaping is also useful, however, please use adequate lighting and pan very slowly across all portions or typical examples of the damage.

Forward To (Client): _____ Facilities Management OR Client Liasion

From: _____

Facility: _____

Date (DAY/MON/YR): _____

Emergency Type: _____