

TEAR-OUT 3.4 Emergency Preparedness Framework

BUILDING AND CONTENTS DAMAGE ASSESSMENT

STRUCTURAL COMPONENT / ITEM	DAMAGE	LOCATION OF DAMAGE	MITIGATION / REPAIR SUGGESTED / REPLACE	PERSON / COMPANY RESPONSIBLE	ESTIMATED COST AND ESTIMATED TIME TO REPAIR / REPLACE	REPAIRS COMPLETED / REPLACEMENT DATE
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Date: _____ Time: _____ Inspected by: _____

LOCATION: Specify Building / Interior / Exterior / Contents by Room: _____

Use a separate form for each location or space, and separate forms for building spaces and contents.*

ESTIMATED TOTAL COST OF REPAIRS: _____ **ESTIMATED TOTAL TIME OF REPAIRS:** _____

STRUCTURAL COMPONENT / ITEM	DAMAGE	LOCATION OF DAMAGE	MITIGATION / REPAIR SUGGESTED / REPLACE	PERSON / COMPANY RESPONSIBLE	ESTIMATED COST AND ESTIMATED TIME TO REPAIR / REPLACE	REPAIRS COMPLETED / REPLACEMENT DATE
<i>EXAMPLE Exterior: Roof</i>	<i>Missing shingles</i>	<i>Northeast corner</i>	<i>Replace</i>	<i>Jane's Roofing Company</i>	<i>\$700 / 8 hours</i>	<i>November 16, 2019</i>
<i>EXAMPLE Interior: Carpet</i>	<i>Mould damage</i>	<i>Northeast corner of board room / room #1</i>	<i>Replace</i>	<i>Joe's Carpet Company</i>	<i>\$900 / 6 hours</i>	<i>November 14, 2019</i>
<i>EXAMPLE Contents: Laptop</i>	<i>Water damage</i>	<i>Executive Director's office</i>	<i>Replace</i>	<i>YZ Computing</i>	<i>\$1,000</i>	<i>November 3, 2019</i>

* Damage assessment form developed by Heather Beerling, with information from Miriam Kahn, *Disaster Response and Planning for Libraries* (Chicago: American Library Association, 2012), 100–104; Barbara Moore, "Documentation of Damage to Collections at the Disaster Site," Museum SOS (2005), accessed January 12, 2016, http://www.museum-sos.org/docs/Documentation_of_Damage.pdf; Barbara Moore, "Initial Damage Assessment," Museum SOS (2005), accessed January 12, 2016, http://www.museum-sos.org/docs/Initial_Damage_Assessment.pdf; and Barbara Moore, "Record-Keeping in Emergency Response," Museum SOS (2005), accessed January 12, 2016, http://museum-sos.org/docs/Recordkeeping_in_Response.pdf.

TEAR-OUT INITIAL	3.3	Emergency Preparedness Framework	COLLECTIONS DAMAGE ASSESSMENT			