

BUILDING DAMAGE ASSESSMENT

In order to assist with effective prioritization of emergency repairs to University facilities, Departments are encouraged to conduct damage assessments of their work areas and report these to the Work Management/Customer Service Department, by fax or phone. The completeness and accuracy of the information provided would help to assure each work area is granted the priority it deserves.

Damage assessment reports should include the following:

- Availability of water, electricity, utilities, etc
- Functioning of sanitation system, damaged water lines and plumbing fixtures
- Distinct or unusual odors
- Compromised electrical outlets/systems
- Roof leaks, damaged windows, doors and ceiling tiles
- Wet carpet on flooded areas
- Fallen trees or obstructions to, or within buildings

Please use the Post-Disaster Damage Assessment Form provided on the following page to guide you through damage assessment of each room in your department. Measurements and dimensions can be gross approximations, where appropriate.

Temporary Repairs to Prevent Additional Damage to Property

- Stay out of rooms with ceilings that are sagging from retained water, structural damage or other reasons, a collapse may occur.
- If the ceiling is wet, do not turn on a ceiling light fixture. A wet ceiling may indicate wet damaged wiring.
- Do not use electrical appliance if you are standing on a wet carpet or floor. This warning is particularly true for wet concrete floors.
- Use extreme care when vacuuming glass particles from carpets and upholstery.
- Do not use water damaged electrical appliances until they have been properly cleaned and checked. Do not attempt to carry out your own emergency repairs on electrical equipment.
- Relocate movable items from wet areas in order to speed the drying process.
- Remove excess water from salvageable books and equipment by “airing”, or blotting.
- Efforts should be made as soon as possible to remove water which may have accumulated in areas not intended to be wet.



POST-OCCURRENCE DAMAGE ASSESSMENT FORM - FACILITIES

Fax to: 348-4604 (UP)
Fax to: 919-5578 (BBC)

Building / Room #: _____

In the aftermath of a disaster, evaluating and reporting damages in your areas is everybody's responsibility.

REMEMBER, YOUR SAFETY COMES FIRST!

Ceiling tiles (e.g., wet, sagging, missing): _____

Walls (e.g., cracks, watermarks, soot): _____

Floor/Carpet (e.g., wet, burnt, torn, mildew): _____

Water leaks (e.g., from roofs, through walls, windows): _____

Doors & Windows (e.g. broken locks, hinges, awnings): _____

Utilities and fixtures (e.g., electrical outlets): _____

Other: _____

Contact Person: _____

Telephone: _____

Department: _____

Fax Number: _____

Duplicate as required