



DAMAGE ASSESSMENT FORM

Instructions for completing this form:

- a) In everything you do, proceed with the utmost caution.
- b) Survey damage to structure, both interior and exterior.
- c) Document all problems observed using this form.
- d) Include the approximate percentage of damage for each category in Table 4.

Surveyor's Name and Title: _____

Structure Name and Location: _____

Date: _____ Time: _____ a.m./p.m. (indicate with a circle)

Table 1:

Type of Event (indicate below with an X)				
Fire	Flood	Hurricane	Tornado	Man-made (describe) ---

Table 2:

Accessibility (indicate with an X)	None	Difficult	Impossible	Comments
To the Workplace				
To the Site/Facility				
To the Parking Area				

Table 3:

Availability of Utilities (indicate with an X)	None	Limited	Available	Comments
Water				
Sewage				
Electricity				
Phone Service				



Table 4:

Property Damage (estimate the percentage of damage for each category)	None 0%	Minor 1%-65%	Major 66%-99%	Total 100%
HVAC				
Lighting				
Plumbing				
Telephone System				
Audio System				
Video System				
Security System				
Windows				
Doors				
Walls				
Ceiling				
Roof				
Flooring				
Office Spaces				
Other Work Areas				
Storage Areas				
Conference Rooms				
Waiting Rooms				
Break Rooms				
Hallways				
Restrooms				
Office Furnishings (Furniture, Bulletin Boards, Décor, etc.)				
Major Appliances				
Minor Appliances				
Records & Files				
Computers & Associated Hardware				
Printers, Facsimile & Copy Machines				
Other Office Equipment (Typewriters, Shredders, etc.)				
Office Supplies & Business Implements				
Janitorial Equipment				
Shop Equipment & Tools				
Construction Materials				
Vehicles				
Trailers				
Landscaping				
Uniforms				
Other				
Comments:				