

YOUR BUSINESS NAME

Phone · Email · Website

Storm Checklist: Before and After

For hurricanes and major storms. Do only the tasks your agreement with the client covers.

Safety first. Never stay at a property during a storm, and do not go out afterward until local officials say it is safe. Stay away from downed power lines and standing water near them, and report them to the utility.

Client	_____	Property address	_____
Storm	_____	Prep visit date	_____
Post-storm visit date	_____	Visited by	_____

Before the storm

Task	Done	N/A	Notes
Confirmed with the client which tasks to do and the spending limit			
Photographed the outside and every room as a pre-storm record			
Outdoor furniture, grills, planters and decorations brought in or secured			
Shutters or panels installed or closed as agreed			
Patio and yard drains cleared of loose debris			
Windows and doors locked; blinds closed			
Electronics unplugged as agreed			
Items moved off the floor in rooms that flood, as agreed			
Pool: handled as the client or pool company instructed			
Vehicles or golf cart moved into the garage if possible			
Generator checked and fueled, if the client has one			
Thermostat, refrigerator and water heater set as agreed			
Report with photos sent to the client			

After the storm (once officials say it is safe)

Check	OK	Damage	Notes
Downed lines or trees near the property (do not approach lines)			
Roof, shingles or tiles as seen from the ground			
Fences, screens and pool or lanai enclosure			
Windows, doors and garage door			

Standing water against the foundation			
Water inside at ceilings, windows, doors or floors			
Power on; A/C running			
Refrigerator and freezer still cold			
Musty, gas or sewer odor			
Shutters removed, if agreed			

Documenting damage

Take dated photos of every problem before anything is moved or cleaned up, plus wider shots that show where it is. Note what you saw and when. The client will need these for an insurance claim, so send them the same day.

Client notified (time
and how)

Vendors called

Temporary repairs
approved by

Follow-up visit
