

# STORM SEASON CHECKLIST

The Atlantic hurricane season is from June 1 to November 30 and the Eastern Pacific hurricane season is from May 15 to November 30. Hurricanes and other high-wind conditions can cause significant damage, costs, and interruptions. Our checklist will help you to prepare for hurricanes and navigate recovery in the event you have storm damage to your facility.



»»» Roof Damage



»»» Skylight Damage



»»» Mechanical Damage



»»» Facade Damage

## Before the Season

### Regular Maintenance Schedules

- > Roof condition assessments, twice a year
- > Facade condition assessments, at least once a year
- > Have deficient or damaged components documented and repaired as they are identified to alleviate urgent needs before storms

## Before the Storm

### Preparedness is Key

- > Look for any existing damage (leaks) on facade and roofs
- > Install storm shutters, check to make sure they are operable and secured
- > Become knowledgeable about what your property insurance covers
- > Look for loose hoods, exhaust fans, equipment, sheet metal copings, fascia, gutter, downspouts, furniture, awnings, etc., as they can become airborne in high winds
- > Secure or remove any loose or damaged components that may become dislodged or airborne
- > Check doors, windows and balconies
- > Clean all debris from the roof and property
- > Clean all roof drains, scuppers, parking lot drains, catch basins, and gutters free of debris
- > Repair conditions that may promote damage during the storm. Ensure that any temporary measures are secure.
- > Gather insurance contact information for utilities, emergency services, and facility repair professionals
- > Take photos of exterior components

## After the Storm

### Stick to the Plan

- > Look for any damage that was not present prior to the storm
- > Look for leaks at roofs, walls, and fenestrations
- > Identify wind damage consisting of loose membrane, flashings, sheet metal, shingles, siding, trim, EIFS, stucco, etc.
- > Identify wind damage to mechanical hoods, exhaust fans, equipment
- > Ensure roof drains, scuppers, parking lot drains, catch basins, and gutters are free from debris
- > Clean all debris from the roof
- > Check the attic space or plenum for signs of water damage
- > Contact a contractor to make temporary repairs if needed
- > Record and photograph all damage (helpful documentation for any insurance claims)
- > Look for localized signs of flooding
- > Look for obvious damage to the structure, such as cracks, and separation or displacement of facade components
- > Record noted signs of damage
- > In the event of a major storm, identified damage, unknown impacts, or questionable conditions, contact an engineer to evaluate damage

If you are not comfortable performing these tasks, or you experience damage to the roof, walls or structure; we're here to help.