

Sample Damage Inspection Chart

After the disaster, be sure to take pictures and document damage BEFORE recovery efforts begin. Both insurers and the Federal Emergency Management Agency will require well-documented evidence of damages claimed. Pictures should be labeled with the name of the person that took the photo, identification of the school, building or campus area, and the room, if applicable.

Areas that should be considered when taking photos include the following:

Interior Areas	
	Main Office, Lobby, Reception.
	Administrative Areas and Staff Offices.
	Mailboxes.
	Nurses' Offices.
	Guidance Office.
	Conference Rooms.
	Corridors, Air Circulation, Lockers.
	Stairs, Stairwells, Landings, Steps.
	Ramps.
	Restrooms.
	Classrooms.
	Art Rooms.
	Music Rooms.
	Labs, Shops, Computer Rooms.
	Dance Classrooms.
	Gymnasiums.
	Locker Rooms.
	Media Center.
	Auditorium and Theaters.
	Cafeterias and Student Commons.
	Coolers, Freezers.
	Vending Machines.
	Storage Rooms.
	Equipment Rooms.
	Elevators.
	Portable, Modular, or Temporary Classrooms.
	Non-Structural Building Damage.
	Entryways.
	Interior Walls.
	Interior Doors, Windows.
	Ceilings.
	General Fire Requirements for Existing Buildings.
	Utilities.
	Air Handling and Filtration.

	Fresh Air Intakes.
	Gas Tank/Piping.
	Interior Water Pipes.
	Interior Lighting.
	Lighting Fixtures/Poles.
	Building Access Control.
	Building Notification Systems.
	Closed Circuit Television Surveillance Systems.
	Telephone Systems.
	Public Telephones.
	Radio/Wireless Communication Systems.
Exterior Areas	
	Site Access.
	Fencing.
	Landscaping, Trees and Shrubs, Erosion, Sinkholes.
	School Sign.
	Flagpoles.
	Playground Equipment.
	Walkways.
	Canopies, Awnings, Breezeways, Covered Walkways.
	Courtyards.
	Building Access.
	Exterior Walls.
	Siding.
	Exterior Doors.
	Windows.
	Skylights.
	Roofs.
	Rooftop Vents.
	Gutters, Downspouts.
	Rooftop HVAC Units.
	Exterior Water Pipe.
	Water Fountains.
	Water Supply and Storage.
	Sewage, Backup, Sewage Plants.
	Exterior Wiring.