



# POST FLOOD CHECKLIST



## SAFETY FIRST

### Before Entering:

- ☐ Confirm it's safe with authorities
- ☐ Wear protective gear (gloves, boots etc.)
- ☐ Turn off gas and electricity (if not done preflood)
- ☐ Check for structural damage



### DO NOT ENTER IF:

The building is unstable, there's a gas leak or electrical hazards exist.

## DOCUMENT THE DAMAGE

- ☐ Take photos/video of damage
- ☐ List damaged equipment, stock, structures and furniture
- ☐ Keep receipts for all expenses
- ☐ Contact your insurance provider ASAP

## REMOVE WATER & DRY THE PREMISES

- ☐ Use pumps, wet vacuums or professional services
- ☐ Open doors/windows for ventilation
- ☐ Use fans and dehumidifiers
- ☐ Remove heavily damaged carpets and insulation

## CLEANING AND SANITISING

### Disinfect All Surfaces

- ☐ Use a mixture of water and disinfectant (e.g., 1 cup of bleach per 4L of water or hospital grade disinfectant)
- ☐ Clean and dry all furniture, equipment and walls
- ☐ Flush out plumbing before using tap water

## ASSESS AND REPAIR DAMAGE

- ☐ Check walls, floors and roofing
- ☐ Have an electrician inspect wiring before restoring power
- ☐ Get a licensed plumber to check for leaks
- ☐ Assess IT equipment before powering up.

## RESTOCK AND REOPEN

- ☐ Dispose of contaminated stock and reorder supplies.
- ☐ Ensure all equipment meets safety standards
- ☐ Notify customers, suppliers, and staff about reopening

## BE FLOOD READY FOR THE FUTURE

Review and update your insurance coverage and develop a flood emergency plan



# DAMAGE ASSESSMENT GUIDELINES



## 1. General Structural Safety

- ✓ Check for visible cracks or movement in walls, floors, and ceilings.
- ✓ Inspect for sagging roofs, ceilings, or walls.
- ✓ Look for foundation erosion or shifting.
- ✓ Ensure doors and windows function properly.
- ✓ Check stairs, railings, and walkways for stability.

## 2. Electrical & Gas Safety

⚠ **Do NOT turn power on until inspected by a licensed electrician.**

- ✓ Look for exposed or damaged wiring.
- ✓ Check if electrical panels, outlets, or appliances were submerged.
- ✓ Have gas lines and appliances inspected for leaks.
- ✓ Smell for gas – if detected, leave immediately and call your provider.

## 3. Water & Plumbing

- ✓ Check for pipe leaks or breaks.
- ✓ Flush water lines before use to remove contamination.
- ✓ Ensure toilets, sinks, and drains are functioning properly.
- ✓ Test water pressure for irregularities.
- ✓ Have well water tested before consumption.

## 4. Interior Damage

- ✓ Inspect walls, floors, and ceilings for water stains, bubbling, or warping.
- ✓ Check for peeling paint or wallpaper.
- ✓ Assess furniture, cabinets, and shelving for water damage.
- ✓ Remove and dispose of contaminated carpets, rugs, and upholstery.

## 5. Mould & Mildew

- ✓ Inspect damp areas for visible mould growth (walls, ceilings, floors, HVAC systems).
- ✓ Use dehumidifiers and fans to dry affected areas.
- ✓ Clean and disinfect mould-prone surfaces.
- ✓ Hire a professional for large-scale mould removal.

## 6. Business Equipment & Inventory

- ✓ Inspect machinery and office equipment for water exposure.
- ✓ Dry and assess IT equipment (computers, phones, servers) before powering on.
- ✓ Check stock and inventory for water or contamination damage.
- ✓ Dispose of perishable or contaminated goods.

## 7. External Property & Landscaping

- ✓ Check outdoor structures (signage, fences, sheds) for damage.
- ✓ Assess the condition of driveways, parking lots, and walkways.
- ✓ Clear debris from drainage systems and stormwater outlets.
- ✓ Inspect trees and landscaping for instability or root damage.

## 8. Documentation & Insurance

- ✓ Take photos/videos of all damages before starting repairs.
- ✓ Create a list of damaged assets with estimated costs.
- ✓ Keep receipts for repairs and replacement purchases.
- ✓ Contact your insurance provider for guidance on filing a claim.



# DAMAGE ASSESSMENT GUIDELINES



## 1. General Structural Safety

- ✓ Check for visible cracks or movement in walls, floors, and ceilings.
- ✓ Inspect for sagging roofs, ceilings, or walls.
- ✓ Look for foundation erosion or shifting.
- ✓ Ensure doors and windows function properly.
- ✓ Check stairs, railings, and walkways for stability.

## 2. Electrical & Gas Safety

⚠ **Do NOT turn power on until inspected by a licensed electrician.**

- ✓ Look for exposed or damaged wiring.
- ✓ Check if electrical panels, outlets, or appliances were submerged.
- ✓ Have gas lines and appliances inspected for leaks.
- ✓ Smell for gas – if detected, leave immediately and call your provider.

## 3. Water & Plumbing

- ✓ Check for pipe leaks or breaks.
- ✓ Flush water lines before use to remove contamination.
- ✓ Ensure toilets, sinks, and drains are functioning properly.
- ✓ Test water pressure for irregularities.
- ✓ Have well water tested before consumption.

## 4. Interior Damage

- ✓ Inspect walls, floors, and ceilings for water stains, bubbling, or warping.
- ✓ Check for peeling paint or wallpaper.
- ✓ Assess furniture, cabinets, and shelving for water damage.
- ✓ Remove and dispose of contaminated carpets, rugs, and upholstery.

## 5. Mould & Mildew

- ✓ Inspect damp areas for visible mould growth (walls, ceilings, floors, HVAC systems).
- ✓ Use dehumidifiers and fans to dry affected areas.
- ✓ Clean and disinfect mould-prone surfaces.
- ✓ Hire a professional for large-scale mould removal.

## 6. Business Equipment & Inventory

- ✓ Inspect machinery and office equipment for water exposure.
- ✓ Dry and assess IT equipment (computers, phones, servers) before powering on.
- ✓ Check stock and inventory for water or contamination damage.
- ✓ Dispose of perishable or contaminated goods.

## 7. External Property & Landscaping

- ✓ Check outdoor structures (signage, fences, sheds) for damage.
- ✓ Assess the condition of driveways, parking lots, and walkways.
- ✓ Clear debris from drainage systems and stormwater outlets.
- ✓ Inspect trees and landscaping for instability or root damage.

## 8. Documentation & Insurance

- ✓ Take photos/videos of all damages before starting repairs.
- ✓ Create a list of damaged assets with estimated costs.
- ✓ Keep receipts for repairs and replacement purchases.
- ✓ Contact your insurance provider for guidance on filing a claim.



# DAMAGE CHECKLIST



## GROWING/SHADE STRUCTURES

	DAMAGED	NOT WORKING	MOULD	COMMENT
Roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Structure and supports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rain gutters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flashing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shadecloth/Plastic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Screens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Benches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Irrigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interior electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## POTTING SHED

	DAMAGED	NOT WORKING	MOULD	COMMENT
Roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Structure and supports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rain gutters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flashing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Screens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Benches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Potting Machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Irrigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interior electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



# DAMAGE CHECKLIST



## OFFICE BUILDING

	DAMAGED	NOT WORKING	MOULD	COMMENT
Roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Structure and supports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rain gutters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Screens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Desks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bookcases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Filing Cabinets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Computers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Internet Modem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Server	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Air Conditioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sinks/Drains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## STORAGE SHED

	DAMAGED	NOT WORKING	MOULD	COMMENT
Roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Structure and supports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rain gutters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flashing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Screens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Benches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cupboards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interior electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## PLANTS



## PLANTS

[illegible]