NATIONAL COMMERCIAL RESTORATION

One asset. One clear record.

Use the same fields across your buildings to organize an initial conversation. This is an ownership worksheet, not a roof condition assessment.

OWNERSHIP GROUP / COMPANY

PRIMARY CONTACT / ROLE

EMAIL / PHONE

PORTFOLIO MARKETS / REGIONS

01 Property register

PROPERTY ID / ADDRESS	SITE CONTACT / BUILDING USE	ROOF SYSTEM (IF KNOWN)	REPORTED CONCERN / CURRENT STAGE

02 Keep descriptions consistent

For each concern, identify where it was observed and who reported it. Use "not known" when a roof system, storm date, or condition has not been verified. Keep each building separate, even when one event may have affected several properties.

> Suggested stage labels: Concern reported / Assessment requested / Findings available / Carrier evaluation / Scope planning / Restoration underway / Final review. These labels describe workflow, not coverage or claim status.

NATIONAL COMMERCIAL RESTORATION

Make the next step visible.

Turn a list of concerns into assigned follow-up. Keep internal target dates separate from any requirements in a policy, contract, or carrier correspondence.

03 Next-action register

PROPERTY ID	NEXT ACTION / OPEN QUESTION	ASSIGNED CONTACT	TARGET DATE / UPDATE

04 Property record index

PROPERTY ID	FOLDER / FILE REFERENCE	RECORD TYPE	LAST UPDATED

05 Coordination notes

Access, staging, tenant schedules, owner approvals, or questions for the first conversation: