NATIONAL COMMERCIAL RESTORATION

A clear record starts here.

A practical checklist for organizing observations, photographs, and property records after wind or hail. Record what you know; mark unknowns clearly.

> Safety comes before documentation. Follow official instructions and keep people away from damaged structures, standing water, and electrical hazards. Observe only from safe, permitted locations. Leave roof access and roof assessment to qualified professionals.

01 Identify the property and event

PROPERTY / BUILDING ID

PREPARED BY / CONTACT

ADDRESS / CITY / STATE

STORM DATE / TIME (IF KNOWN)

FIRST OBSERVED / REPORTED

02 Capture observations without guessing

- [ ] Record who reported the concern, when it was noticed, and which building or area is involved.
- [ ] Photograph the overall area and specific concerns only where it is safe and permitted to do so.
- [ ] Identify interior impacts by floor, room, tenant area, or other useful location reference.
- [ ] Keep original photo and video files. Note the photographer, date, and location alongside each file.
- [ ] Separate visible observations from conclusions about cause, age, coverage, or repair scope.

Safety reading: National Weather Service - What to Do After Severe Weather. This worksheet organizes records; it does not determine coverage or replace a professional inspection.

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Organize the evidence.

Use consistent property and file references. Keep the event record together so ownership, the inspection team, and the carrier can review the same information.

03 Photo and observation index

FILE / PHOTO ID	BUILDING / LOCATION	VISIBLE OBSERVATION	DATE / RECORDED BY

04 Gather the existing property record

- ☐ Available roof plans, system information, installation records, and applicable warranty documents.
- ☐ Prior inspection reports, maintenance or repair history, and photographs from before the event.
- ☐ Inspection findings, contractor scopes, correspondence, approvals, and follow-up questions.

05 Expense and decision log

DATE	ACTION / EXPENSE / DECISION	RECORD / RECEIPT REFERENCE	RESPONSIBLE CONTACT

Keep invoices and receipts with the relevant work record. Note who authorized an action and any open questions. Do not delay urgent safety actions to complete this worksheet. Funding and owner costs depend on the policy, approved scope, and applicable terms.