

First 24-Hour Checklist

Building

- Remove wet items such as carpeting, padding, ceiling tile, tile or anything that holds moisture to an exterior location or cutoff dock area.
- Use all available and rentable vacuum equipment to eliminate water on floors as soon as possible, and use squeegees and mops, too.
- Set up any available dehumidifiers (if outside temperature is greater than 60° F).
- Open any doors and windows to help reduce humidity (if weather is appropriate).
- Use fans to help circulate the air and assist drying.
- Open drawers and closet doors to enhance drying.
- Blot hard surface furniture dry. Place non-staining blocks or aluminum foil under furniture legs.
- Lift draperies off carpet and suspend.
- Move photos, paintings and art objects to a safe, dry location.
- Remove damp books from shelves and spread in a stable, dry environment.
- Leave the heat on if damage occurs during a cool season.
- Utilize air conditioning if it occurs during a warm season.

Equipment

- Turn off power immediately! Do not energize wet equipment!
- Do not re-energize equipment until authorized by qualified restoration personnel or manufacturer's technical representative.
- Open cabinet doors, side panels, covers, chassis drawers and drain
- Remove equipment to a cool, dry area after wiping down and eliminating as much moisture and contaminants as possible.
- Set up fans to move ambient air through equipment.
- Blow water out with clean compressed air (or preferably liquid nitrogen) and/or hair dryers or a Power Cat.
- Spray water displacement solvent on electronic components (such as contact cleaner, LPS 1 or alcohol/Freon mixture).
- Wipe down and dry metal surfaces as soon as possible. Use protective surface treatments to slow corrosion (CRC, LPS 1).
- Follow up with professional restoration services.

X-ray or other film

- Relocate to a dry environment.
- Separate and dry off.
- Call professional restorers as these steps are being done.

Recording equipment (disk and tape drives)

- Do not operate if wet or dirty.
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- Clean tape transport mechanism with alcohol solvents and dry out if wet.
- Wipe off surface contamination before drive system use.
- Treat electronics as detailed above.
- Do not re-energize equipment until authorized by qualified restoration personnel or manufacturer's technical representative.
- Follow up with professional restoration service.

Magnetic media

- Do not use if wet or dirty.
- Clean and dry dirty tapes/disks/cassettes with alcohol-based solvents for one-time data recovery.
- Send wet head disk assemblies (HDAs) to a specialist for data recovery.
- Save the data – not the media.
- Follow up with professional restoration service.

Contact us:

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