

## Facility Manager's Loss Handling Checklist

	<b>Notify at the time of loss:</b>
<input type="checkbox"/>	Fire department
<input type="checkbox"/>	Emergency organization
<input type="checkbox"/>	Risk manager
<input type="checkbox"/>	Supervisor of affected department
<input type="checkbox"/>	Contractors, as needed, for repairs and restoration of protection (temporary and permanent)
	<b>Report available loss information:</b>
<input type="checkbox"/>	Type of loss (what happened?)
<input type="checkbox"/>	Date/time of loss
<input type="checkbox"/>	Location (address, building, story)
<input type="checkbox"/>	Occupancy (type of operations)
<input type="checkbox"/>	Extent of damage
<input type="checkbox"/>	Extent of downtime
<input type="checkbox"/>	Protection used (sprinklers, hose, fire department)
<input type="checkbox"/>	Extent of protection restored
<input type="checkbox"/>	Temporary protection provided
	<b>Steps taken to limit further property damage:</b>
<input type="checkbox"/>	Emergency organization functioning properly
<input type="checkbox"/>	Sprinkler protection restored as much as possible
<input type="checkbox"/>	Impairment system permit used for closed sprinkler control valves
<input type="checkbox"/>	Salvage of equipment and stock underway
<input type="checkbox"/>	Temporary building enclosures provided
<input type="checkbox"/>	Disconnect and repair damaged utilities as needed
	<b>Restore production as needed:</b>
<input type="checkbox"/>	Expedite repairs to critical equipment
<input type="checkbox"/>	Use alternative production/storage facilities
<input type="checkbox"/>	Consider rental equipment
<input type="checkbox"/>	Make up production by overtime and/or other facilities
	<b>Start preparing accounting data for risk management to present claim:</b>
<input type="checkbox"/>	Time sheets covering labor for: cleanup, building repairs, equipment repairs, work on stock and supplies
<input type="checkbox"/>	Assemble invoices of outside contractors and subcontractors
<input type="checkbox"/>	Determine inventory of damaged/destroyed stock and supplies

### Contact us:

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