

Disaster Cost Recovery File Checklist (PW-1)

File all documents by site address and then chronologically by date using sub-folders

Site Address

Date

Project Worksheet #

File Manager

Documentation Folder

☐ Damaged Facilities or Infrastructure

Sub-Folder

- ☐ Photos Pre-Disaster
- ☐ Pre-disaster inspection plans & reports
- ☐ Photos of damage
- ☐ Photos of clean up or repair Ops
- ☐ Photos of clean up or repairs finished
- ☐ Facility Safety Assessment Reports
- ☐ Building Inspector / Engineer Reports
- ☐ Damage Reports (Scope of Damage)
- ☐ Mechanical Systems Damage Reports
- ☐ Contents Damage Reports
- ☐ I.T. - Telecom Damage Reports

☐ Debris Field Documentation

- ☐ Photos Pre-Disaster
- ☐ Photos of debris
- ☐ Photos of clean up Ops
- ☐ Photos of cleaned up site
- ☐ Written Estimates & Reports
- ☐ Haz Mat & Environmental Issues

☐ Debris Mgmt Ops Files

- ☐ Truck Certifications
- ☐ Trip Tickets
- ☐ Time Cards
- ☐ Site Plans

☐ Debris Monitoring Files

- ☐ Daily Ops Reports
- ☐ Time Cards
- ☐ Daily Ops Reports
- ☐ Daily Monitor Reports

☐ Incident Response

☐ Survivors Services

☐ Volunteers & Donations

☐ Private Non-Profit Ops

☐ FEMA Summary Reports

☐ Incident Reports

☐ Field Work Reports

☐ ICS-214.5's

☐ Mutual Aid Documents

☐ Time Cards

☐ Payroll Data

☐ Human Shelters

☐ Pet Shelters

☐ Mass Feeding

☐ Points of Distribution/Dispensing

☐ Local Assistance Centers / DAC's

☐ Telephone Call Centers

☐ Donated Labor Time Cards

☐ Donated Labor Reports

☐ Donated Goods Receipts

☐ Donated Equipment Receipts

☐ Donated (Loaned) Facilities Receipts

☐ Daily Activity Reports

☐ Time Cards or Labor Reports

☐ Equipment Reports

☐ Goods or Services Sign-up Sheets

☐ Force Account Labor

☐ Force Account Equipment

☐ Rented Equipment

☐ Materials

☐ Contracts

☐ Benefits Worksheet

Disaster Cost Recovery File Checklist (PW-1)

File all documents by site address and then chronologically by date using sub-folders

Site Address

Date

Project Worksheet #

File Manager

- ☐ Insurance
 - ☐ Policies
 - ☐ Flood Maps & NFIP information
 - ☐ Adjusters Reports
 - ☐ Insurance General Correspondence
 - ☐ Litigation and Settlement Documents
 - ☐ Project Worksheet Documents (90-91 series)
 - ☐ Project Maps and Sketches
 - ☐ Environmental Issues
 - ☐ Hazardous Material Issues
 - ☐ Historic Issues
 - ☐ Flood Plain Issues
 - ☐ Coastal Barrier Issues
 - ☐ Mitigation
 - ☐ Other Issues
 - ☐ Private Non-Profit
 - ☐ Project Cost Escalation Docs
 - ☐ Project Worksheet Appeals
 - ☐ Project Worksheet Extensions
 - ☐ Project Worksheet Supplements
 - ☐ Project Worksheet Correspondence
 - ☐ Project Worksheet Closeout Docs
- ☐ Project Worksheet Forms
- ☐ Project Worksheet Mgmt
- ☐ Architectural and Engineering
 - ☐ Plans
 - ☐ Specifications
 - ☐ Structural
 - ☐ Soils
 - ☐ Mechanical
 - ☐ Electrical
 - ☐ Other 1
 - ☐ Other 2

- ☐ Purchasing
 - ☐ Ordinances, Policies & Procedures
 - ☐ Plans and Bid Specifications
 - ☐ RFPs / RFQs
 - ☐ All Bids submitted
 - ☐ Advertisements
 - ☐ Bid Protests
 - ☐ Bid Evaluations
 - ☐ Cost / Price Analysis
 - ☐ Prime Contractor
 - ☐ Sub Contractors
 - ☐ Invoices & Statements
 - ☐ Contractors Work Records
 - ☐ Cancelled Checks
 - ☐ Contractor Correspondence
 - ☐ Change Orders
 - ☐ Field & Shop Drawings
 - ☐ Contractor Debarment Checks
 - ☐ Dispute & Litigation Files
 - ☐ Construction Management Documents
 - ☐ Building Permits & Inspection Records
 - ☐ FEMA Correspondence
 - ☐ State OES/OEM Correspondence
 - ☐ Intra-agency Correspondence
 - ☐ Other Correspondance
 - ☐ Disaster Proclamations / Declarations
 - ☐ Agency Charter
 - ☐ Labor Agreements & MOU's
 - ☐ Budget Documents
 - ☐ News Media Articles
 - ☐ Payroll Schedule for all employees
 - ☐ Disaster policies (pay, feeding, etc.)
- ☐ Contract Documents
- ☐ General Correspondence
- ☐ Miscellaneous

Copyright © 2016 by The Martinet Group, LLC