

# CHECKLISTS

## Checklist for Pre-Disaster Efforts:

### *Establish benchmark conditions*

- Photograph and otherwise document the existing interior and exterior condition of your property and develop an inventory of your belongings.
- Keep a copy of your property documentation in your own records.
- File a copy of your documentation with your insurance company.
- Store valuable documents in a flood- and fire-resistant home safe.

### *Maintain your property*

- Keep roof shingles secure and strip flashing in place.
- Keep gutters and downspouts clear of debris.
- Be sure that downspouts direct storm water away from foundations.
- Ensure that your exterior siding is securely attached and free of cracks and damage.
- Maintain existing historic windows: clean, repaint, and reglaze as necessary.
- Fix and replace window caulking and weather stripping as needed to keep the windows watertight.
- Regularly check your smoke detectors and replace batteries every six months.
- Trim tree limbs that could cause damage to adjacent buildings or utilities.
- Keep and maintain an emergency supply of towels, blankets, or rags for water clean-up; a roll of plastic, spare tarps and rope for covering objects or roof repair; and plywood or lumber for temporary window and door protection and roof patching.

### *Secure your property*

- Check the condition of your roof and siding, fixing and securing any areas that may lead to water infiltration.
- Ensure that your porch is securely attached to the building; use hurricane straps or bolts if needed, but be careful not to damage historic features such as decorative spandrels.
- Clear gutters and downspouts, installing downspout extensions if necessary.
- Seal doors and window with caulking; secure and protect doors and windows with shutters, plywood, or storm panels.
- Seal the cap and base of your chimney.
- Store or secure all loose outdoor objects, including trash cans, hoses, furniture, and toys
- Inside your building, consider moving valuable items away from windows and into safe containers, chests, or boxes.
- Coordinate with utility companies and follow their recommendations for shutting off services

### *City Officials*

- The town should maintain the existing comprehensive survey, and update it as new construction or demolition occurs.
- Develop a GIS dataset for the Town of Surry Historic District that identifies whether buildings are contributing or non-contributing.
- Identify several areas throughout the town that could be used as staging areas in the case of an emergency. Additionally, identify areas that should be avoided due to their sensitive historical and/or architectural significance.
- Know who to contact at the Virginia Division of Historic Resources and the local FEMA office in the case of an emergency.

## Checklist for Post-Disaster Efforts:

### *Before Clean-up and Repair Efforts Begin*

- Document all damage to the exterior and interior of the property caused by the disaster using photographs and written descriptions.
- Contact your insurance agent to determine to what damage is covered by your policy.
- Use tarps to cover damaged roofs until repairs can be made. Exterior grade plywood can be used to patch sheathing and roofing felt.
- Secure loose gutters and downspouts.
- Use temporary wood or plastic covers for broken window and door openings.
- Install temporary bracing where necessary.

### *During Clean-up*

- Ventilate your building by opening doors, windows, and vents. Use fans only if the electrical system is safe.
- Remove skirting around porches to ventilate the foundation.
- Use dehumidifiers to further dry a structure after natural ventilation no longer produces results, but not before, as they can cause damage to historic materials by drying too quickly.
- Inspect masonry and concrete for cracks, missing mortar, and other damage.
- Inspect and evaluate insulation to determine whether removal is necessary. Saturated insulation can cause damage to structures and should be removed.
- Inspect interior walls for signs of water infiltration: look for discoloration or bubbling or peeling paint.
- Salvage historic materials to the greatest extent possible. Store these materials in a dry area for re-installation.

- Damaged drywall will likely need to be replaced while plaster will need to be carefully inspected to determine whether repair or replacement is needed. Brace sagging ceilings and puncture drain holes where water is being held. Plaster will need to be dry before it is inspected for soundness. Sound plaster, especially decorative plaster, should be retained.
- Floors should be cleaned and dried. Wood warping may take several months to even out and settle, so repairs to tile, grout, or other laminates should occur after the wood has fully dried. Wood subfloors may need to be inspected depending on the extent of water infiltration.
- Interior and exterior painting should occur after the surfaces have completely dried to avoid bubbling and peeling of the new paint.
- Tin ceilings and cornices will rust and should be scraped and repainted with rust-resistant primer and paint. Cast iron should also be scraped and repainted. Copper, bronze, brass, and aluminum will resist rust but should be checked for dents and punctures.

*City Officials*

- Ensure that the Local Emergency Manager has an up-to-date copy of the historic resource survey. Recommend to disaster response teams the areas previously identified as appropriate for staging, and inform them of the areas that should be protected.
- Contact the Virginia Department of Historic Resources for guidance.