

A BDMA INFORMATION LEAFLET

RECORD OF FLOOD RECOVERY ACTIVITY and PERSONALLY APPOINTED CONTRACTORS

THIS DOCUMENT will assist victims of flooding to keep a record of work carried out if appointing contractors directly, either because they are not covered by insurance or by agreement with their insurer



Where the damage is covered by appropriate insurance the insurer will normally appoint a contractor to carry out the necessary work.

Such contractors will have gone through a vigorous selection process to ensure the highest standards of professionalism, workmanship and service



THE CERTIFYING AUTHORITY for RECOVERY AND RESTORATION TECHNICIANS
PROMOTING EXPERT FRONT LINE RESPONSE
REPRESENTING PROFESSIONALS IN THE RECOVERY AND RESTORATION INDUSTRY

www.bdma.org.uk

SUPPLEMENTARY NOTES

PLEASE READ THESE NOTES CAREFULLY
BEFORE COMPLETING THE ACTIVITY RECORD

1. The effects of water damage on property can vary greatly and will depend on a number of factors including the type of materials used in the building, the course the water follows and the length of time water is present.

Consequently not all the activities listed in this leaflet will apply in all circumstances and the most appropriate answer to some questions will not be the same in every situation.

2. It is normal practice that more than one contractor will carry out work on your property and it is suggested you keep a record for each contractor involved.

In the case of specific trades such as plumbing, gas or electrical works you can still use the Contractor Information form but may wish to keep a separate note of the work carried out.

This leaflet and/or the Contractor Information form can be photocopied or downloaded from the BDMA website if sufficient supplies are not available.

3. This document is for your own records and will enable you to satisfy yourself that the necessary works are being carried out.

It is NOT a substitute for other documentation such as receipts, certificates, photographs etc., and your own notes and observations.

4. You may find it helpful to use this document in conjunction with other support literature such as

the ***Self Help Sheet for Victims of Flooding***
and ***Understanding Basic Flood Recovery Procedures***

both of which can be downloaded from the BDMA website at **www.bdma.org.uk**

**ALWAYS REMEMBER THE RESTORATION OF PROPERTY AND POSSESSIONS
AFTER FLOODING REQUIRES SPECIALIST KNOWLEDGE AND SHOULD
BE UNDERTAKEN BY PROFESSIONALLY QUALIFIED TECHNICIANS**

THE BRITISH DAMAGE MANAGEMENT ASSOCIATION
Harborough Innovation Centre, Wellington Way, Market Harborough LE16 7WB
Phone: 01858 414278 email: info@bdma.org.uk

www.bdma.org.uk

PLEASE READ THE SUPPLEMENTARY NOTES BEFORE RECORDING RECOVERY ACTIVITY RELATING TO YOUR PROPERTY

This record is NOT a substitute for other documentation such as receipts, certificates, photographs etc., and your own notes and observations.

Please circle Yes OR No or Tick the boxes as appropriate

INSURANCE STATUS

I AM NOT INSURED

I AM INSURED AND MY INSURER HAS AGREED I CAN APPOINT A CONTRACTOR TO CARRY OUT THE NECESSARY WORK

PROJECT START UP

PHOTOGRAPHS HAVE BEEN TAKEN OF THE DAMAGE

Remember you can buy cheap disposable cameras – cameras with flash will give better results

Yes / No

THE CONTRACTOR HAS CARRIED OUT A RISK ASSESSMENT

Yes / No

THE INCIDENT HAS BEEN CATEGORISED

This is essential before the appropriate safe processes can be identified

- **BLACK WATER** (water that is very likely to be contaminated, e.g. storm water, sewage, river water)
- **GREY WATER** (water that is likely to be unsanitary & contain some foreign materials, e.g. water that has entered through the roof)
- **CLEAR WATER** (originating directly from the clean water supply)
- **AGED INCIDENT** (an incident that happened more than 5 days ago and consequently the possibility of mould growth needs to be considered)
- **VERTICAL LEAK** (an incident travelling from one floor level to a lower one – these incidents required more careful surveying for unexpected water travel and, as with all incidents of water damage, an electrician should normally be requested to check the supply)

Yes / No

I HAVE BEEN GIVEN ADVICE ON ANY HEALTH RISKS ARISING FROM THIS INCIDENT	Yes / No
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I HAVE BEEN ADVISED OF THE RECOVERY AND RESTORATION WORK NEEDED	Yes / No
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THIS WORK HAS BEEN ADEQUATELY EXPLAINED TO ME	Yes / No
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I HAVE BEEN GIVEN A QUOTE FOR ALL NECESSARY WORK	Yes / No
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IS MY BUILDING A “LISTED BUILDING”? If THE BUILDING IS “LISTED”	Yes / No
DO I NEED TO CONSULT WITH THE AUTHORITIES BEFORE ANY WORK STARTS?	Yes / No

I KNOW WHO WILL CARRY OUT THE WORK AND WHO I CAN SPEAK TO ABOUT ANY QUERIES?	Yes / No
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IS DECONTAMINATION REQUIRED? (especially needed with black water) If DECONTAMINATION IS REQUIRED	Yes / No
HAS A SATISFACTORY METHOD BEEN DESCRIBED TO ME?	Yes / No
HAS THIS BEEN CARRIED OUT?	Yes / No

HAS THE PROPERTY BEEN ASSESSED FOR TRAPPED MOISTURE? If TRAPPED MOISTURE HAS BEEN FOUND	Yes / No
HAS A SATISFACTORY METHOD BEEN PROPOSED FOR ITS RELEASE?	Yes / No

ARE SPECIALIST DRYING PROCESSES REQUIRED? If A SPECIALIST DRYING PROCESSES IS REQUIRED	Yes / No
A METHOD HAS BEEN DESCRIBED TO ME	Yes / No
HAS THIS BEEN SET UP?	Yes / No

HAS THERE BEEN ADEQUATE CONSIDERATION OF THE POSSIBILITIES OF RESTORATION OF CONTENTS ITEMS RATHER THAN REPLACEMENT?	Yes / No
ARE ANY SPECIALIST SERVICES REQUIRED TO RESTORE SOME OF MY CONTENTS/POSSESSIONS?	Yes / No

HAS THERE BEEN ADEQUATE CONSIDERATION OF RESTORATION OF AFFECTED PARTS OF THE BUILDING RATHER THAN REMOVAL AND REPLACEMENT?	Yes / No
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IS THERE IS A NEED FOR DISPOSAL OF DAMAGED ITEMS? <i>Remember to keep samples/photos/model numbers/receipts relating to ruined items before disposal</i>	Yes / No
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DO MY CONTENTS NEED TO BE REMOVED AND STORED DURING RECOVERY/RESTORATION?	Yes / No
If CONTENTS NEED TO BE REMOVED	
HAS THIS BEEN ARRANGED?	Yes / No
WILL THESE ITEMS BE COVERED BY INSURANCE WHILE IN STORAGE?	Yes / No

PROJECT RUNNING PHASE

I AM BEING KEPT ADEQUATELY INFORMED OF PROJECT STATUS, PROGRESS AND TIMESCALE	Yes / No
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POINTS TO REMEMBER

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PROJECT END PHASE

I HAVE RECEIVED CONFIRMATION THAT ANY NECESSARY DECONTAMINATION HAS BEEN CARRIED OUT	Yes / No
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A “COMPLETION OF DRYING CERTIFICATE” HAS BEEN ISSUED	Yes / No
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CONTRACTOR INFORMATION

This form will enable you to keep a record of a contractor you have appointed, where the property is not covered by insurance OR where your insurer has agreed you can make your own arrangements. *(Use a separate form for each contractor)*

PROPERTY ADDRESS AND POSTCODE

.....
.....

Contractor name

Address

.....

.....

Phone

Mobile

Email

Name of person to contact regarding this work (if different to above)
.....

Company's main line of work (please tick all applicable)

- Recovery & Restoration/Damage Management
- Building Plumbing
- Gas Electrical Cleaning
- Other (please specify)

Nature of work that will be carried out here (please tick all applicable)

- Recovery & Restoration/Damage Management
- Building Plumbing
- Gas Electrical Cleaning
- Other (please specify)

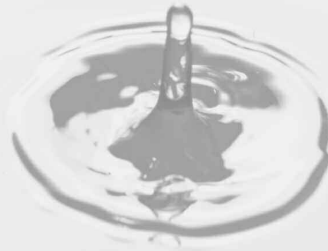
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THE BRITISH DAMAGE MANAGEMENT ASSOCIATION

**Harborough Innovation Centre
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**BULK SUPPLIES OF THIS LEAFLET CAN BE ORDERED
ONLINE FOR DISTRIBUTION TO FLOOD VICTIMS**



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