

Checklist 2 – Field Preparations

	Need	Have	Item
1.	_____	_____	Flood maps such as FIRMs, FBFMs, FEMA Flood Recovery maps, or other floodplain or flood risk maps.
2.	_____	_____	Tax or address map with 100-year flood boundaries.
3.	_____	_____	Route map showing proposed areas and sequence for data collection.
4.	_____	_____	Tax data, including homeowner/building owner name, address, and zip code, mailing address and zip code, number of stories, and dimensions or habitable square footage (if available).
5.	_____	_____	Copies of blank SDE Damage Inspection Worksheets.
6.	_____	_____	Copies of blank photo logs (if needed).
7.	_____	_____	Photo ID badges for inspectors.
8.	_____	_____	Letter of Introduction with community point of contact (name and telephone number).
9.	_____	_____	Clip boards, pens/pencils, steno pad or writing tablet, highlighter.
10.	_____	_____	100 ft tape measure (to obtain or verify structure dimensions).
11.	_____	_____	Address board and dry erase markers.
12.	_____	_____	Hard hat, gloves, safety glasses, steel-toe and steel-shank shoes, and flashlight.
13.	_____	_____	Cell phones or walkie-talkies.
14.	_____	_____	Digital camera, primary and alternate memory cards, and extra batteries.
15.	_____	_____	Verification that police, fire, and emergency management agencies have been advised of SDE inspections.
16.	_____	_____	Laptop computers with SDE tool installed and power cords for use and re-charging in field vehicles.
17.	_____	_____	
18.	_____	_____	

	Need	Have	Item
19.	_____	_____	
20.	_____	_____	
21.	_____	_____	
22.	_____	_____	
23.	_____	_____	
24.	_____	_____	
25.	_____	_____	

Procedures to review with inspectors prior to the start of data collection

	Need	Completed	Item
1.	_____	_____	Field safety procedures for dealing with extreme temperatures, wild and domestic animals, driving, parking, and what to do in case of an accident.
2.	_____	_____	SDE data collection and recording requirements.
3.	_____	_____	Guidance on identifying initial construction quality for both residential and non-residential structures.
4.	_____	_____	SDE inspection procedures for residential structures.
5.	_____	_____	SDE inspection procedures for non-residential structures.
6.	_____	_____	Guidance on selecting the depreciation rating.
7.	_____	_____	Data collection routes and sequence.
8.	_____	_____	Guidelines for interaction with structure owners and occupants.
9.	_____	_____	Procedures for dealing with locked or occupied buildings.
10.	_____	_____	
11.	_____	_____	
12.	_____	_____	
13.	_____	_____	