

Checklist for Assessing Damage to Work Areas

The following checklist is designed to assist in documenting losses incurred as a result of the recent emergency. Please add items to this list as appropriate.

Building _____ Room _____ Inspected By _____ Date _____

Category	Condition	Priority
Electrical Equipment		
• Computers		
• Printers		
• Monitors		
• Peripherals		
• Copiers		
• Calculators		
• Other		
Communications		
• Telephones		
• Cellular Phones		
• Two-way Radios		
• Fax Machines		



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• Other		
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Category	Condition	Priority
Supplies		
• Paper		
• Forms		
• Other		
Furniture		
• Chairs		
• Desks		
• Credenzas		
• Tables		
• Other		



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Adaptation by _____.