

**TEXAS DIVISION OF EMERGENCY MANAGEMENT
 TEXAS DEPARTMENT OF PUBLIC SAFETY
 PUBLIC PROPERTY SITE ASSESSMENT WORKSHEET**

TDEM-25 (5/10)
 PG ___ of ___

KEY FOR DAMAGE CATEGORY (Use appropriate letters in the "category" blocks below)			
A. DEBRIS CLEARANCE	D. WATER CONTROL FACILITIES	G. OTHER	
B. PROTECTIVE MEASURES	E. BUILDINGS AND EQUIPMENT		
C. ROAD SYSTEMS	F. PUBLIC UTILITY SYSTEM		

SITE NO.	CATEGORY	LOCATION (Use map location, address, etc.)	
DESCRIPTION OF DAMAGE			
IMPACT		INSURANCE	% COMPLETE

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PUBLIC ASSISTANCE DAMAGE ASSESSMENT CHECKLIST
(To Prepare for State and/or Federal Inspectors)

In order to expedite the damage assessment process, applicants should take the following steps before the arrival of the State and Federal assessment team:

- ___1. Mark the location of each damage site on a suitable map and develop a route of travel to each site. Segregate damage/work activities into the seven categories of work, listed on the front of this worksheet. All damage sites should be identified by the applicant before the inspectors arrive.
- ___2. Ensure that the person designated to accompany the survey team is knowledgeable of the repairs already made and the location of all other damage sites which need to be repaired/surveyed.
- ___3. Have photographs, site sketches or drawings of each damage site available for the inspectors (especially where work has already been performed).
- ___4. Compile a detailed breakdown of labor (including fringe benefits), equipment, and material costs for each location where work has been completed or is in progress. While a variety of forms can be used to summarize these items, the format chosen must document the type and location of work performed on a daily basis.
- ___5. Record force account equipment use in a manner compatible with the FEMA Schedule of Equipment Rates. Keep damaged equipment and parts for review and inspection by the survey team.
- ___6. List equipment, materials or inventory lost as a result of the disaster. Provide copies of estimates, bids, purchase orders, invoices, inventory records or other substantiating evidence to verify loss values or replacement cost.
- ___7. Be prepared to describe to the inspectors which sites will be repaired by contract and those which will be repaired by force account. If a contractor's estimate/bid has been received, have it available for the inspectors.
- ___8. Provide inspectors with policy information on insurance coverage and any proceeds received or anticipated.