

SIMPLE STEPS

BASIC WATER LOSS - DAY 1



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INITIAL CONTACT

- Gather all initial contact & loss information
- Use a standardized form



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SAFETY HAZARDS

- Address, manage, and/or minimize hazards
- Establish PPE requirements
- Document



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INSPECT & ASSESS

- Inspect the structure & contents
- Identify pre-existing conditions
- Determine source of water
- Determine category & class of water loss
- Identify safety & health hazards
- Develop a preliminary assessment & work plan
- Document



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SPECIALTY SERVICES

- Determine if other professionals, contractors and/or specialty services will be needed
- Contact & schedule accordingly
- Communicate to all interested parties
- Document



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CONTRACTS & COMMUNICATIONS

- Review & execute a work authorization & other applicable contracts
- Explain the process to contact & manage the expectations
 - Financials
 - Scope of Work
 - Timelines



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SOURCE OF WATER

- Verify that the source of the water intrusion has ceased
- Remedy or repair source of water, when applicable
- Document

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SIMPLE STEPS IS A TOOL: UTILIZE BY APPLYING: COMPANY SPECIFIC POLICIES, SAFETY PROCEDURES, OTHER REGULATIONS, LAWS, ORDINANCES, LOCATION AND SITE SPECIFIC COMPLIANCE, CURRENT BEST PRACTICES AND STANDARDS OF CARE, ETC.

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FLUSH STRUCTURE

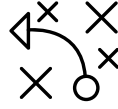
- If conditions allow, vent the affected structure
 - Outdoor humidity ratio lower than affected area(s) humidity ratio
 - Security considerations are applied
 - Document



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DOCUMENT CONDITIONS

- Sketch of Affected Areas
- Materials
 - Moisture Content
 - Drying Goals
- Atmospheric Conditions
 - Outside
 - Unaffected Structure
 - Affected Structure
 - HVAC
- Photos
 - Affected Areas
 - Source of Water Loss
 - Pre-existing Conditions
- Category and Class



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ESTABLISH A DRYING PLAN & DOCUMENT

- Dehumidifiers
 - Calculations: Quantity
- Air Movers
 - Calculations: Quantity
- AFD: Air Filtration Device
 - Need
 - Calculation
- Specialty Equipment **IF NEEDED**
 - Floor Drying
 - Pressurized Air
 - Heat
 - Other
- Content Manipulation
- Other
 - Containment
 - Electrical
 - Other



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PROTECT PROPERTY AND CONTENTS

- Floor Protection
- Unaffected Areas
- Contents
- Other
- Document

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SIMPLE STEPS

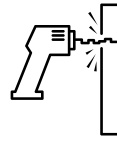
BASIC WATER LOSS - DAY 1



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CONTENTS

- Manipulate Contents
 - To protect from secondary damage
 - Allow for execution of mitigation & equipment set up
- Block and Tab
- Document



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MATERIALS & STRUCTURE

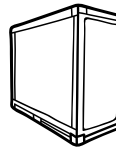
- **IF necessary based on drying plan or further assessment**
 - Remove baseboards & toe kicks
 - Drill holes
- **IF vapor barriers or blown in insulation is present, remove wet materials**
- **IF protocol calls for it, remove any structural materials accordingly:**
 - Drywall & Flooring
 - Other
- Document



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EXTRACTION

- Remove Standing Water
- If Carpet & Pad
 - Disengage Carpet
 - Inspect & Assess
 - Document Condition & Type
 - Determine extraction protocol
- Extract with wand or self-propelled unit
 - Ensure CFM and lift of extraction unit is appropriate
 - Be thorough: Extraction of water is more efficient than evaporation



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CONTAINMENT

- **IF necessary based on drying plan or further assessment**
 - Erect containment for drying chambers/zones
- Document and Photograph



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SET EQUIPMENT

- Air Movers
 - 10-16 ' apart
 - Direct airflow increases evaporation
- Dehumidifiers
 - Record grain depression
- AFDs & Other Equipment
- Document and Photograph

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CLEAN UP & FINAL JOB SITE STEPS

- Job site and surrounding areas cleaned and free of debris
- Gather tools and supplies
- Readings
 - Atmospheric Reading
 - Dehumidifier Grain Depression
 - Document
- Final Job Check
 - Cleanliness
 - Healthy & Safe Site
 - Equipment is Operational
 - Drying Plan Set Up
 - Security
 - Doors
 - Windows
 - Other



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DOCUMENTATION & COMMUNICATION

- Take pictures of job site
- Check that all information, contracts, and photographs are complete and documented
- Communicate with contact of property
 - Updates and meaningful information about project
 - Next Steps in Process
 - Next visit to adjust and monitor
- Document

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