

Flood Damage Prevention Checklist

Location:	Date of Site Visit:
Turn off electrical power to nonessential equipment and appliances. Mark all appropriate switches.	<input type="checkbox"/>
Sump Pumps: leave power on and install battery power backups or connect to an emergency generator.	<input type="checkbox"/>
Turn off gas and water supplies. Label all appropriate valves with valve shut off tags identifying what each valve is for.	<input type="checkbox"/>
Check that all computer data has been backed up.	<input type="checkbox"/>
Move electronic equipment, important papers and valuables to a safe, "high and dry" location such as upper floors.	<input type="checkbox"/>
Secure structurally unstable building materials.	<input type="checkbox"/>
Check that any hazardous materials (i.e. gas cylinders/tank, combustible and flammable liquids) have been safely protected and stored.	<input type="checkbox"/>
Make sure all basement windows are closed. Repair window seals where needed, use a weatherproof sealant.	<input type="checkbox"/>
Inspect seals on ground level doors and use weather stripping and weatherproof sealant where possible.	<input type="checkbox"/>
Fuel tanks subject to flood damage (indoor/outdoor or underground)	<input type="checkbox"/>
Turn off power to fuel tanks including any electrically powered units attached such as pumps.	<input type="checkbox"/>
Close fuel valves.	<input type="checkbox"/>
Check all seals and tighten caps.	<input type="checkbox"/>
Temporarily cap off the vent pipe to keep water from entering the tank.	<input type="checkbox"/>
Secure outdoor tanks by anchoring the tank and using sandbags to prevent tank from floating.	<input type="checkbox"/>
Additional notes or comments:	
Completed by:	Title/Position:

Signature:

In the event of a loss, ensure that the incident is immediately reported to Ecclesiastical Insurance online at ecclesiastical.ca/contact/reportclaim or if it is an emergency, through our after-hours claims number at **1-888-693-2253**.