

Water damage documentation

Record safety, visible damage, contacts and approvals. This template does not replace a damage notification or safety, insurance or legal advice.

Property / date / time: _____

Contact person / suspected cause: _____

Affected rooms: _____

Safety first

- ☐ Only enter if there is no immediate danger and the responsible authority has cleared access
- ☐ Have the responsible person stop the water supply or cause
- ☐ Clarify electrical and building safety
- ☐ Have standing water removed professionally
- ☐ Avoid unnecessary access and record approval for further work

Photos and visible damage, only where safe

- ☐ Take overview photographs of affected rooms
- ☐ Photograph visible damage in detail
- ☐ Record affected floors, walls, furniture and belongings
- ☐ Record emergency measures already taken
- ☐ Organise files by date and room

Notes / person responsible: _____

Water damage documentation (continued)

Continue recording tasks and responsibilities below.

Responsible contacts

☐ Property manager / landlord: _____

☐ Insurer / claim number: _____

☐ Drying company / specialist: _____

Questions for the responsible party

☐ Which rooms may be entered?

☐ Which tasks have been approved?

☐ Which photographs, receipts or quotes are required?

☐ Who decides on disposal or replacement?

☐ Who should receive the invoice?

Cleaning only after technical safety and approval

☐ Record dirty floors and accessible surfaces

☐ Assess loose residue before removing it

☐ Clean rooms within the agreed scope

☐ Clarify clearance or disposal separately

☐ Record completed work for the quote and invoice

Notes / person responsible: _____

If uncertain, follow instructions from the fire service, property management, building insurer or suitable specialist. Leak detection, repairs, electrical safety, mould treatment and expert reports require appropriate specialists. Pumping and technical drying are assessed and commissioned separately from cleaning. The insurer decides on coverage.

Online guide: krizanovic.ch/en/water-damage-documentation-checklist-zug.html