

Checklist 2 - Field Preparations

Need	Have	Item	Notes:
1.	_____	Flood maps such as FIRMs, FIRMetts, clips of NeDNR Interactive Flood Maps, or other floodplain or flood risk maps.	
2.	_____	Assessor's map or other address map with flood boundaries.	
3.	_____	Route or area map showing proposed areas and sequence for data collection.	
4.	_____	Tax data: structure owner name, structure address, mailing address, number of stories, and dimensions or habitable area.	
5.	_____	Copies of blank SDE Damage Inspection Worksheets.	
6.	_____	Copies of blank photo log sheets (if needed).	
7.	_____	Photo ID badges for inspectors.	
8.	_____	Letter of Introduction with community point of contact (name and telephone number).	
9.	_____	Clip boards, pens/pencils, steno pad or notebook, highlighter.	
10.	_____	100 ft tape measure (to obtain or verify structure dimensions).	
11.	_____	Address board and dry erase markers.	
12.	_____	Hard hat, gloves, safety glasses and vest, steel-toe and steel-shank shoes, safety vest, and flashlight.	
13.	_____	Cell phones or walkie-talkies.	
14.	_____	Digital camera, primary and alternate memory cards, and extra batteries.	
15.	_____	Verification that police, fire, and emergency management agencies have been advised of SDE inspections.	
16.	_____	Laptop computers or tablets with SDE tool installed and power cords with plug adaptors for use and re-charging in field vehicles.	
17.	_____	Rain or cold-weather gear.	

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Review these procedures with your inspectors prior to collecting data:

1. _____ Field safety procedures for dealing with extreme temperatures, wild and domestic animals, driving, parking, and accidents.
2. _____ SDE data collection and recording requirements.
3. _____ Guidance for entering locked, occupied, or unoccupied structures.
4. _____ Guidance on identifying initial construction quality for both residential and non-residential structures.
5. _____ SDE inspection procedures for residential structures.
6. _____ SDE inspection procedures for non-residential structures.
7. _____ Guidance on selecting the depreciation rating.
8. _____ Data collection routes and sequence.
9. _____ Guidelines for interaction with structure owners and occupants.