

# Water Damage Guidelines

- ◆ If possible, locate and stop the source of water. Be careful, floors will be slippery.
- ◆ Document - with notes and pictures if possible.
- ◆ Call your water damage restoration professional (**RestorePro**) and insurance agent promptly.
- ◆ Avoid surfaces touched by sewer / flood water. Consider these materials toxic and use extreme caution.
- ◆ Begin clean up and drying promptly to avoid bacteria and other secondary moisture problems. Antimicrobial solutions should be applied several times.
- ◆ Furniture, art, valuables, etc, - remove as much of it as possible. Hang furs and leather goods to dry separately at room temperature or in sunlight.
- ◆ Place wood blocks, plastic wrap or aluminum foil under furniture legs to prevent staining of carpet from casters, metal pads, etc.
- ◆ Remove oriental rugs or other “throws” from on top of wet wall-to-wall carpeting and contact **RestorePro**.
- ◆ Remove as much water as possible by mopping and blotting. Do not use household vacuum to remove water.
- ◆ Open furniture drawers, closet doors or cupboards to help dry these areas.
- ◆ Lift draperies off carpet and pin up or loop them over a plastic coat hanger and hang them from the rod.
- ◆ Prop up wet furniture cushions so that they can dry evenly. Check for possible bleeding of color.
- ◆ Punch small holes in sagging ceilings to drain water, catch in pans and remove it from the building.
- ◆ Remove damp books from shelves and take them to a dry room. OR...
- ◆ Freezing the books and other paper documents can temporarily prevent further damage until they can be properly dried by **RestorePro**.
- ◆ In cold weather leave the heat on, and in hot weather use air conditioning. Do NOT open doors and windows when dehumidifiers are in use.
- ◆ **Avoid electrical shock!** Do not use appliances while on wet carpets or floors, especially concrete floors. NEVER STAND IN WATER UNLESS ALL POWER IS DISCONNECTED.
- ◆ Sewage & flood contaminated carpet should be removed immediately.



**1-877-371-0228 or 1-419-624-0198**

**24 Hour EMERGENCY SERVICE**

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