



DFW Property Manager Emergency Mitigation Checklist

Use during active water/property losses. Life safety and source control come before documentation.

FIRST 15 MINUTES

- Address immediate life-safety hazards first. Call 911 for fire, gas, medical danger, or structural collapse.
- Stop or isolate the water source only when it can be done safely.
- Keep occupants away from wet electrical equipment, sagging ceilings, sewage, or unstable areas.
- Record discovery time, unit/area, apparent source, and who first observed the condition.
- Take wide photos before moving contents when safe to do so.

FIRST HOUR

- Notify onsite management and the appropriate property contact.
- Identify every visibly affected room, unit, corridor, and level.
- Note whether water may have traveled through ceilings, wall cavities, shafts, or floor penetrations.
- Photograph the source area, migration path, affected finishes, and emergency shutoff work.
- Contact qualified mitigation when moisture has entered assemblies, affects multiple areas, involves contaminated water, or cannot be fully verified from accessible surfaces.



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FIRST DAY / JOB RECORD

- Preserve incident chronology, photos, readings, and vendor communications.
- Track resident or tenant access restrictions and temporary relocations where applicable.
- Confirm what materials were removed, what remained, and why.
- Record drying equipment placement, monitoring visits, and material-condition changes.
- Do not represent thermal images alone as proof of moisture; corroborate with appropriate direct measurement or inspection.

CALL / TEXT PHOTOS: (469) 649-9649

24/7 Dallas-Fort Worth emergency mitigation response.

1400 Preston Rd, Fourth Floor, STE 621, Plano, TX 75093

Field documentation supports decision-making; it does not replace licensed trade, engineering, medical, or code-official determinations.