SAME DAY MITIGATION

Property Recovery Documentation Kit

Water • Fire • Smoke • Odor • Trauma

Free, ungated documentation worksheets for your own records. Complete on paper after printing, or use the blank PDF in a viewer you control. This page does not collect, upload, submit or persist answers.

Safety comes first: do not enter an unsafe area, disturb a scene or photograph sensitive trauma details to fill a worksheet. Avoid unnecessary tenant identifiers, medical details and private personal narratives. Keep completed records securely and choose deliberately who receives them.

Documentation only: these records do not establish insurance coverage, reimbursement, causation, habitability, structural/electrical safety or clearance. Record user reports, measured observations, professional interpretations and unknowns separately.

Eight blank worksheets • Reviewed October 31, 2026

Website: https://samedaymitigation.com/resources/documentation-kit/

DFW field response: (469) 649-9649 • Call to confirm availability.

Related resources: https://samedaymitigation.com/insurance/documentation/ and https://samedaymitigation.com/intelligence/incident-builder/

1. Incident worksheet

Record observations, not a diagnosis. Do not enter an unsafe area to complete this record.

Record created date/time and time zone

General property or project label (avoid unnecessary personal identifiers)

Incident first noticed date/time; source of this report

Observed condition and affected areas

Whether the problem is ongoing, stopped or unknown

Safety/access concerns and who is assessing them

Known facts; separate suspected causes and unknowns

Next agreed step, responsible role and next update

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2. Safe photo checklist

Take photographs only from safely accessible areas. Never disturb a scene or material for a better image. Do not include sensitive trauma images or personal/medical information.

Photo date/time and photographer role

Room or area label; wide-view photo reference

Closer view of observed condition, only if safely accessible

Source or suspected source: label uncertainty

Adjacent areas needing assessment; no unsafe entry

Photo filename/reference and description

Photo permissions/access restrictions; keep originals securely

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Questions the image cannot answer

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3. Affected-room inventory

Use room and material labels. This record does not decide cleanability, replacement, contamination or insurance value.

Room/area and observation date/time

Affected material or item; quantity if actually measured

Observed condition (not inferred damage hidden from view)

Measurement/photo reference and who recorded it

Unconfirmed areas or inaccessible layers

Assessment needed and responsible role

Agreed disposition or next step; written scope reference

Update date/time and what changed

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4. Event chronology

Separate when an event occurred from when someone reported or recorded it. Mark estimated times as estimates.

Event date/time/time zone or estimated interval

What happened or was directly observed

Who reported it (role only where enough)

Time the report or note was created

Supporting photo/document reference

Unknowns or conflicting reports

Follow-up action and responsible role

Correction date/time; retain the reason for the correction

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5. Mitigation activity log

Describe work actually reported or performed. Do not infer that an activity establishes safety, clearance or completion.

Activity date/time and affected area

Contractor/team role and task description

Written scope or change reference

Materials/quantities recorded; basis of measurement

Service-specific observations/readings and reference

Limits or unresolved conditions

Next activity or assessment and responsible role

Update shared with / next update date

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6. Equipment and contractor visits

Record what is documented; do not adjust or operate equipment to complete this sheet.

Visit date/time; contractor or trade role

Area visited and purpose

Equipment type/identifier/location if provided

Installed/checked/removed time if documented

Monitoring or service record reference

Access restrictions or coordination issues

Questions, instructions received and source

Next confirmed or provisional visit and responsible contact role

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7. Receipts and expenses checklist

Keep originals and copies securely. Recording an expense does not establish reimbursement, coverage or payment approval.

Date, vendor and receipt/invoice reference

Description and project purpose

Amount as shown on your own receipt (do not estimate here)

Paid/unpaid/unknown status and payment reference

Related authorization or written terms reference

Where the original is stored securely

Question or correction to resolve

Record update date and responsible role

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8. Questions for your contractor

Use these prompts to clarify scope and decisions. The signed work authorization and applicable written terms govern the project.

What is confirmed, what is suspected, and what remains inaccessible?

What work, areas and materials are included or excluded?

What observations or monitoring support the next step?

Which separately qualified trades or assessments are needed?

How are changes and quantities documented?

What is the basis for equipment duration and completion criteria?

Who provides updates, and when is the next visit confirmed?

What remains before replacement finishes or rebuilding?
