



CapriCMW



APEX

Asset Protection Insurance Exchange
Assurance de Reciprocité pour la Protection des Actifs

Self-Assessment Checklist for Preventing Water Damage

Parish Name: _____

Location: _____

Address: _____

Name: _____

Signature: _____

Instructions:

1. Assign overall responsibility to a person with authority to oversee the process.
2. Review this plan annually.

Item	Yes	No	Actions/Comments
1. Is there a written plan detailing what to do in the event of water leak?	☐	☐	
2. Do all staff and volunteers responding to a leak know where the valves are located and how to turn them off?	☐	☐	Tag or placard valves for easy identification. Instruct staff/volunteers to immediately notify the Parish office when any type of dripping, leakage or clogged drain is found.
3. Are pipe diagrams or prints up to date and do they show the location of water shut off valves?	☐	☐	
4. Are small leaks promptly repaired?	☐	☐	Small leaks may be a sign of hidden corrosion or other problems with potential for growing into catastrophic leaks.
5. Is the cause of every leak analyzed to determine if it was an isolated occurrence or a symptom of a system-wide problem.	☐	☐	
6. Hot water tanks need to be replaced every 10 years. Can you confirm that your hot water tank is less than 10 years old? Check for signs of corrosion of the tank.	☐	☐	If not, replace it and write the installation date on the tank.
7. Are there trays around any tanks or vessels to contain or effectively carry away leaking fluids to a drain?	☐	☐	
8. If any part of the property is exposed to potential flooding, is there a formal flood emergency plan or similar flood preparation plan?	☐	☐	
9. Are roofs and eavestroughs inspected regularly (annually and after severe storms) for damage or deterioration, such as cracks, splits blisters, separation, debris, holes or other potential sources of leaks. Eavestroughs need to be cleared twice a year.	☐	☐	
10. Are there any ice dams, roof leaks or evidence of pooling on the roof? If so, indicate the reasons and the repair schedule.	☐	☐	
11. Are there any areas directly adjacent to the building where rainwater can accumulate during heavy rains? Eavestroughs, landscaping planters next to a grade wall and windows are examples of areas where water can pool and find its way into the building.	☐	☐	
12. Have all records and valuable articles been moved off the floor and on to shelving.	☐	☐	
13. If the building is sprinklered, is the system checked & serviced annually by a qualified contractor?	☐	☐	