

Just as there are many steps you must take to protect you and your property, there are many things you must not do. We hope the following information will help you avoid any unnecessary delays in your recovery.

DON'TS

- DO NOT** Leave the site until it has been secured.
- DO NOT** Open your fire safe, if you have one, at this time even if there important documents inside. If the safe was exposed to the fire, extreme heat can build up inside the safe, even if it is cool to the touch. If you open it, the air rushing in, combined with the heat inside the safe, could ignite the contents or explode.
- DO NOT** Throw away any damaged property until after an inventory is made. All damages are taken into consideration when developing your insurance claim. Also, the inventory is important for tax purposes.

WATER DAMAGE

DO's

- DO** Remove as much water as possible by mopping or blotting.
- DO** Remove water from wood furniture.
- DO** Prop up wet cushions for even drying.
- DO** Place blocks between furniture legs and wet carpeting.
- DO** Turn on air conditioning in the summer or open the windows during the winter to speed drying. Do not use heat.
- DO** Open drawers and cabinets to speed drying. Do not use heat.
- DO** Remove valuable items (art, rugs, paintings, etc.) to a safe place.
- DO** If the ceiling is sagging from trapped water, punch holes in the ceiling to let the water out. Don't forget to place pans under the holes to catch the water.

DON'Ts

- DO NOT** Let wet fabrics, furs or leather sit, dry as soon as possible.
- DO NOT** Leave books, magazines, or other printed items on wet carpets or floors.
- DO NOT** Use your household vacuum cleaner to remove water.
- DO NOT** Use T.V.s or other appliances while standing on wet carpet or floors especially on wet concrete.
- DO NOT** Turn on ceiling fixtures if ceiling is wet, and stay out of rooms with sagging ceilings until the water is released.