

# FLOODED HOME ASSESSMENT & GUTTING PROCEDURES

**Disaster Recovery Construction Guidelines:** Videos and additional resources [www.SBPUSA.org/Start-Here](http://www.SBPUSA.org/Start-Here).

## IMPORTANT SAFETY TIPS!

- Prior to entering any home after a flooding event ensure the following is off:
  - Electric service
  - Fuel line & gas service
- Never use gasoline-powered devices such as generators and pressure washers indoors.
- Age guidelines: No one under the age of 16 should be inside the home being gutted. Youth under the age of 16. Gutting is dangerous work. There is fiberglass, sharp tools, power tools, electric issues, mold. It is not uncommon to uncover firearms and other items.
- **Attached releases must be signed by homeowners and all volunteers.**
- **PROTECTION NEEDED:** Wear the following when working in a flooded home:
  - Eye protection
  - Long pants and long sleeves
  - Sturdy work shoes with puncture proof shoes (no sneakers and no open toed shoes)
  - Heavy work gloves
  - Nose and mouth shields
  - When mold is present consider the use of Tyvek suits and rubber boots
- No playing of music and rowdy behavior onsite, especially if homeowners are present. This may be a somber occasion for homeowners and if they are present onsite, should be treated as such.
- Volunteers may not keep anything; not even those things designated for the "trash" pile. (The rationale is that homeowners will want somehow to thank us and if we show a desire for something, they will give it whether they really want to or not, telling us "it's trash")
- No pictures that identify the address of the structure.
- No posted pictures on the internet (social media, etc.) of homeowners receiving assistance from us and no information about addresses or names of homeowners on social media.
- Take a water break!
- Be Respectful of the homeowner

**INITIAL DAMAGE ASSESSMENT & MITIGATION: *THE HOMEOWNER IS IN CHARGE!***

1. **COMPASSIONATE CARE CONTACT:** Team leader assign a Compassionate Care contact that visits with homeowner to complete **Compassionate Care Form** and ask for authorization to muck and gut. **DO NOT PROCEED WITHOUT EXPLICIT AUTHORIZATION OF HOMEOWNER.** If the resident is not the owner, you may proceed with Compassionate Care and removal and salvaging of personal property. Ask homeowner what steps they have taken to document the damage.
  
2. **DOCUMENT WITH PHOTOS & VIDEO:** As many angles as possible showing existing
  - a. Attention should be made to document the position and configuration of cabinets and fixtures being removed. Photos also assist the homeowner in filing a claim with their insurance or FEMA.
  - b. Try to use a camera with an SD or CF card that can be removed and given to the home owner for their records.
  
3. **MUCKING DEBRIS**
  - a. **Furniture / Fixtures**
    - i. **Solid wood items may be salvageable**
      1. Depending upon the level of finish and length of time underway hardwood furniture may not need to be destroyed. However, any cloth covering should be removed and thrown away unless they are washable/reusable covers.
      2. Washable furniture coverings should be bagged and washed as soon as possible to preserve/restore.
      3. Solid wood paneling may be salvageable in some circumstances, especially if the wall behind the paneling is being demolished so that there is access to all sides.
    - ii. **Composite/Plywood/Chipboard items usually cannot be salvaged**
      1. It is nearly impossible to salvage these types of wood cabinets or furniture as they absorb water easily.
      2. If removing cabinets attempt to save the countertops. Remove doors and kick plates and allow to dry.
    - iii. **Fixtures**
      1. Tubs and shower enclosures Should not be immediately removed. Remove the walls behind them if necessary inspect and dry out from behind
      2. In nearly every case stainless steel sink's, faucets and etc. can be salvaged and cleaned for reuse.
      3. Commodes can also usually be salvaged unless they have been damaged by the disaster event. **DO NOT THROW AWAY A TOILET!**
    - iv. **Flooring**
      1. **Carpeting** can rarely be saved and in most cases is not worth the effort to do so.
        - a. Cut the carpet into manageable strips and roll up for removal. Remember wet carpet is very heavy and usually needs team work for removal.
        - b. Remove tack strips and pad also. Tack strip will be anchored to the floor and needs to be removed carefully so as not to cause scratches and cuts.
      2. **Wood Flooring** – at home owner discretion
        - a. Floating wood floors, parquet and etc. will usually need to be pulled up and discarded.

- b. If glued to the floor the use of a machine may be necessary to get the flooring up and removed.

**b. Personal Possessions**

- i. **Metal, glass, and ceramic** items can often be salvaged with a good cleaning/soaking in a Clorox solution. These items are considered non-porous and thus a bleach solution can be used to wipe them down or in some cases soak the items in the solution.
  1. Ceramic items might have paint or shellac veneers come off if soaked for any length of time.
  2. Essentially glazed ceramic is usually considered non-porous on the glazed side and porous on the non-glazed surfaces.

**c. Paperwork/Family Records/Etc:**

- i. Paperwork removed from homes is either legal/financial or personal/memorabilia.
  1. Care to protect private information such as tax records, social security numbers, bank accounts, insurance policies and other documents which could be used by identity thieves is important. Can possibly be salvaged or preserved by freezing, or laid out in the sun on towels.
  2. Heirlooms and valuable papers can sometimes be saved by soaking in clean water and gently removing dirt and debris. Not an easy or always successful process but for certain documents may be what the homeowner desires.

#### **4. Gut Damage**

- a. **Remove drywall in 2-foot increments** based upon height of water in dwelling and how much wicking has occurred.
- b. **Ideally drywall should be removed 2 feet** above water or wicking line. Remove damaged sheetrock two feet above the water line. Cutting at a 4 foot level allows for replacement of full sheets.
- c. **If water line damage is less than 18” only remove 2’ of drywall.** Check insulation in walls to see if moisture is present higher than what was removed.

#### **WALLS**

1. Drywall – Run a chalk line before making any cuts. Use a SHARP razor blade knife. If more than 2’ of water is in the home measure 4’ up the wall and find the drywall seam. Approx. 49” above the floor.
  - a. Do not remove ceiling or crown molding
  - b. Paneling – remove paneling

#### **ELECTRICAL**

- a. Disconnect – if water was at or above the receptacles Turn off power to the house at the main Breaker panel.
- b. Submerged components – Remove plate covers if removing drywall. Do not remove receptacles if power is still on.

#### **DEBRIS AND DISCARDING TRASH**

- a. All Debris must be stacked neatly on the curb within 10 feet in order to be picked up.
- b. Any Mold affected items must be bagged to be properly discarded.

# TOOL LIST

FOR TEAM OF 4

	<u>QTY</u>
BUCKETS	2
CHALK LINE	2
CROW BAR	1
DRILL	1
DRYWALL SAWS	1
FANS / AIR MOVERS	1-2
FLATBAR / FUBAR	1
GLOVES	1 PAIR/PERSON
HAMMERS	2
TAPE MEASURE	2
PLIERS	1
EYE PROTECTION	4
PRYBAR	1
BROOMS	2
SCREW DRIVERS	2
STEP LADDERS	2
UTILITY KNIVES	2
WHEELBARROW	1
WIDEMOUTH SHOVELS	2
WIRECUTTERS	1
WRENCH	1
BOX OF TRASH BAGS	1