**WDPReP**

**Water Damage Prevention**   
**and Response Plan**

**FOR**

**PROJECT NAME**

**PROJECT OWNER**

**SITE ADDRESS**

**To customize this template**

**1. Find and Replace “COMPANY NAME” with your company.**

**2. Adjust any other highlighted yellow text to customize to your company and/or project.**

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**SECTION 1: PURPOSE**

Water leakage and intrusion are the leading cause of loss during construction. Proper response and mitigation are key to minimizing or even eliminating potential damage, delays, or other harm.

The objective of this Water Damage Prevention and Response Plan (WDPReP) is to safely address and mitigate the damage from a water leakage event on any COMPANY NAME construction or renovation site so that continued progress on the project while meeting our exceptional quality standards.

As part of the WDPReP, a WDPReP Team will be formed who are responsible for mitigating water /moisture damage following an event; team members should be familiar with the project, mechanical systems, building access, and site logistics.

The WDPReP Team will also be responsible for:

* Maintaining and updating WDPReP documentation.
* Educating all site team members – including subcontractors and security – of the WDPReP protocols.
* Conducting an annual review and update of the WDPReP.
* Develop “toolbox talks” and formal training on water damage recognition, prevention, and response and conduct those sessions on a regularly scheduled basis to discuss to reinforce WDPReP protocols.

All COMPANY NAME site personnel – including subcontractors and security – are accountable for compliance of the WDPReP. Enforcement of the provisions within this document shall be enforced by the project superintendent, project management, and the designated WDPReP team.

**SECTION 2: WDPReP CONTACTS AND SITE INFORMATION**

**Site Information**

* Address: street, city, state, zip code
* GPS Coordinates: latitude, longitude
* Location Information: *turn-by-turn directions, proximity to well-known landmarks, etc.*
* Scope / Build-out: *general description of the project, such as # of stories, square footage, occupancy type*

|  |  |  |
| --- | --- | --- |
| **WDPReP Team** |  |  |
| **CONTACT NAME** | **TITLE** | **CONTACT INFO** |
|  |  | CELL: |
| EMAIL: |
|  |  | CELL: |
| EMAIL: |
|  |  | CELL: |
| EMAIL: |
|  |  | CELL: |
| EMAIL: |
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| EMAIL: |
|  |  | CELL: |
| EMAIL: |

|  |  |  |
| --- | --- | --- |
| **CONTRACTOR CONTACTS** | | |
| **CONTACT NAME** | **TITLE** | **CONTACT INFO** |
|  | Project Manager | CELL: |
| EMAIL: |
|  | Superintendent | CELL: |
| EMAIL: |
|  |  | CELL: |
| EMAIL: |
|  |  | CELL: |
| EMAIL: |

|  |  |  |
| --- | --- | --- |
| **SUB-CONTRACTOR CONTACTS** | | |
| **COMPANY NAME** | **TYPE** | **CONTACT INFO** |
|  | HVAC | NAME: |
| CELL: |
|  | Plumbing | NAME: |
| CELL: |
|  | Sprinkler | NAME: |
| CELL: |
|  |  | NAME: |
| CELL: |
|  |  | NAME: |
| CELL: |

|  |  |  |
| --- | --- | --- |
| **RESTORATION COMPANY NAME** | |  |
| **CONTACT NAME** | **TITLE** | **CONTACT INFO** |
|  |  | CELL: |
| EMAIL: |

|  |  |  |
| --- | --- | --- |
| **BUILDING OWNER NAME** |  | |
| **CONTACT NAME** | **TITLE** | **CONTACT INFO** |
|  |  | CELL: |
| EMAIL: |

|  |  |  |
| --- | --- | --- |
| **BUILDING DEVELOPER NAME** |  | |
| **CONTACT NAME** | **TITLE** | **CONTACT INFO** |
|  |  | CELL: |
| EMAIL: |

|  |  |  |
| --- | --- | --- |
| **RENOVATION PROJECT KEY CONTACTS** | | |
| **COMPANY NAME** | **TYPE** | **CONTACT INFO** |
|  | Facilities Team | NAME: |
| CELL: |
|  | Facilities Team | NAME: |
| CELL: |
|  | Custodial Team | NAME: |
| CELL: |
|  | Custodial Team | NAME: |
| CELL: |
|  | Executive Team | NAME: |
| CELL: |
|  | Executive Team | NAME: |
| CELL: |

|  |  |  |
| --- | --- | --- |
| **SECURITY COMPANY NAME** |  | |
| **CONTACT NAME** | **TITLE** | **CONTACT INFO** |
|  |  | CELL: |
| EMAIL: |

|  |  |  |
| --- | --- | --- |
| **SUPPORT SERVICES** | | |
| **TYPE** | **COMPANY NAME** | **CONTACT INFO** |
| Fire |  | 911 or Non-Emergency: |
| Police |  | 911 or Non-Emergency: |
| Electric |  |  |
| Gas |  |  |
| Water |  |  |

**SECTION 3: PROJECT PHASE CONSIDERATIONS**  
  
Each phase of the project should be reviewed for water damage prevention measures, while ensuring that all contractors and sun-contractors complete work in compliance with industry recognized codes.

* Review building plans for features that exacerbate water damage and discuss possible corrective action.
* Sequence deliveries to avoid storing large amounts of moisture-sensitive material at the site for an extended period.
* Develop and implement a plan to protect moisture-sensitive materials from weather elements during delivery and while in storage.
* Periodically inspect lay-down yards and storage areas to verify materials are properly stored.
* Develop a procedure to reject or dry out any water-damaged material, including proper disposal methods.
* Develop testing, commissioning, and certification procedures.
* Conduct pre-activity meetings prior to any installation critical to water damage prevention such as waterproofing installation, roofing installation, curtainwall installation, pipe pressure testing, etc.
* Inspect all materials for water damage or moisture prior to installation.
* Complete a pre-drywall inspection to check for moisture prior to closing any walls, including documenting any existing conditions.
* Insulate or heat temporary water systems in locations subject to freezing.
* Seal any building penetrations at the end of the workday to avoid moisture infiltration.
* Ensure roof and building envelopes are substantially completed before any moisture-sensitive materials are stored in the building; install temporary roofs throughout the structure if moisture-sensitive materials need to be stored onsite.
* Turn off and drain temporarily water services nightly, if possible.
* Ensure a highly visible ID tag is displayed on water valves, and that they are lubricated and serviced according to manufacturer specifications to operate properly.
* Water Cleanup Kits are installed throughout the building.
* All trades and security are notified when water systems are activated.
* All site workers practice good housekeeping, such as removing debris from HVAC systems and ductwork.
* Regular inspections are performed and documented during construction to identify leaks, accumulated water, blocked roof drains, and/or sources of water entry.
* HVAC, plumbing, and mechanical systems are tested before enclosure.
* Document moisture/water intrusion event with corrective actions taken, including photographs.
* Consider the deployment of temporary wireless, battery-powered water leak and environmental sensor networks during construction.

More information related to this section can be accessed in Appendix A.

**SECTION 4: INSPECTIONS**

Inspections are performed and documented during all phases of construction to identify leaks, accumulated water, blocked roof drains, and/or sources of water entry along with conditions that may promote water damage.   
  
After determining the cadence for inspections (e.g. daily or weekly) and timing (such as end of day), specific site team individuals and security team members should be assigned to complete portions of the checklist, reporting any unwanted accumulation of water to site management and the WDPReP Team immediately following its discovery.

COMPANY NAME will review create checklists tailored to each specific job site and its unique requirements and hazards, considering the following items:

1. Building Exterior
   1. Inspect roof and building exteriors for obvious open penetrations, including temporary enclosures, covers, or protection systems.
   2. Inspect any newly installed flashing/caulking and/or vapor barriers.
   3. Inspect roof drains.
   4. Review drainage/grading and surrounding area for any changes.
   5. Inspect any materials being stored outside are protected in compliance with COMPANY NAME’s guidelines.
2. Building Interior
   1. Walk each floor, confirming doors, windows, and roof hatches are in the closed/locked position before the site is secured during off hours.
   2. Check stairwells, if applicable.
   3. Check elevator shaft, if applicable.
   4. Check basement or other below grade spaces where water can collect, if applicable.
   5. Inspect any materials being stored inside are protected in compliance with COMPANY NAME’s guidelines.
   6. Verify that areas with active Wet Work Permits are dry and free from water/moisture.
3. Systems
   1. Inspect mechanical rooms.
   2. Inspect HVAC systems.
   3. Inspect plumping systems, including that any permanent or temporary water sources are properly turned off.
   4. Turn off main valves and associated pumps supplying domestic water systems at the end of each day.

More information related to this section can be accessed in Appendix B.

**SECTION 5: WET WORK PERMITS**

A Wet Work Permit is a formal document that authorizes and manages activities involving water or other liquids on COMPANY NAME’s project sites. Any task that could result in water leaks or damage requires a Wet Work Permit, such as plumbing installations, fire sprinkler testing, concrete pouring, and more.

**Reasons For A Wet Work Permit**

1. Prevent Water Damage: Water leaks can cause extensive and costly damage. Wet Work Permits help identify potential risks and implement preventive measures, safeguarding materials, equipment, and finished spaces.
2. Ensure Worker Safety: Water leaks create slippery surfaces, electrical hazards, and can even promote mold growth. By using Wet Work Permits, COMPANY NAME can help ensure proper safety protocols are followed, protecting everyone on site.
3. Comply with Insurance Requirements: Many insurance policies require Wet Work Permits for specific activities. Failing to obtain one could potentially jeopardize COMPANY NAME’s coverage in the event of water-related damage.
4. Document and Verify: Wet Work Permits provide a clear record of authorized activities, precautions taken, and responsible individuals. This documentation is invaluable for resolving disputes or insurance claims.

**Steps To Using A Wet Work Permit**

1. Identify Wet Work Activities: Determine all tasks on the project that involve water or liquids.
2. Complete the Permit: Fill out all required information on the permit, including the work description, potential hazards, specific precautions, and responsible individuals.
3. Obtain Approval:Submit the completed permit to INSERT NAME/TITLE HERE or INSERT NAME/TITLE HERE for review and approval.
4. Implement Precautions: Ensure all listed precautions and safeguards are in place before starting the work.
5. Conduct Regular Inspections: Monitor the work area for leaks or other issues throughout the duration of the wet work activity.
6. Document Completion: Upon completion, verify that the work area is clean, dry, and free of damage. Sign off on the permit to indicate completion.

A sample Wet Work Permit can be found in Appendix C.

**SECTION 6: LOSS PREVENTION TECHNOLOGY**

**Technology Installed**

1. Device Description *(information will be provided by Insight Risk Technologies to be inserted here as to your specific devices*)

**Location Map**  
*(information will be provided by Insight Risk Technologies as to your specific project map)*



**SECTION 7: RESPONSE ACTION PLAN**

These procedures are designed to respond to water intrusion generated as a result of clean water and not contaminated water/sewage and should commence immediately following the discovery of the moisture/water event or damage. Remember to keep it “REAL”.

**R – RESPOND to the source of water**

* Check for any possible live wires, electrical equipment, or other hazards that may contact the water; shut down any power to the area, as needed.
* Identify and contain the source of the moisture/water as much as possible.
* Notify at least one member of the WDPReP Team.
  + If no response, contact a member of the site management.

**E – EVALUATE the situation and notify the team**

* WDPReP Team to notify other individuals based on the type / location of the event.
* WDPReP Team to review affected areas and assess any additional safety risks, which may include:
  + Directing the removal of any building materials, tools, or equipment that may be further damaged by the water.
  + Testing materials that may or did encounter water with a moisture meter.

**A – ADDRESS and remediate the issue**

* Use Water Cleanup Kit contents to prevent the spread of water and to remove excess water. Locations include:
  + [Location 1]
  + [Location 2]
  + [Location 3]
* Deploy approved blowers, dehumidifiers, and/or heaters to fully dry the area and materials prior to continuing any work.
* Dispose of damaged materials according to COMPANY NAME’s disposal policy.
* If deemed necessary by the WDPReP Team or site management, WATER MITIGATION COMPANY may be used.

**L – LOG and document the event**

* Recover and re-establish operations, noting the impact on the project timeline.
* Complete the Water Intrusion Event Documentation form.
* Conduct a post-mortem meeting within one week of the water loss event to identify lessons learned and any opportunities for training or updates to the WDPReP.

**Contaminated Water**  
If a moisture/water intrusion event is suspected to involve contaminated water, site management and the WDPReP Team should be notified immediately, and all personnel should avoid contact with the contaminated water.  
  
Additional information can be found in Appendix D: Water Cleanup Kit; Appendix E: Water Intrusion Event Documentation; Appendix F: Shutoff Valve List; and Appendix G: Mechanical Room Location List.

**SECTION 8: PREPARING FOR A WATER LOSS EVENT**

Part of successfully mitigating any potential water loss event is being well prepared in advance. The following actions should be taken at the start of each COMPANY NAME project:

1. Select and train the WDPReP Team on their responsibilities and how to implement the Response Action Plan.
2. Verify that the WDPReP Team has access to all utility controls and keys for valves that are locked or located in access-restricted areas, including any special tools to shut down systems.
3. Identify a trained individual who can shut off the electrical service if necessary.
4. Identify any actions required to protect vulnerable materials, stock, goods, equipment, or other assets, including the removal of exposed items or application of protective coverings, spill control, water damming set-ups, and temporary drain measures.
5. Identify major systems and equipment that must be protected as a first priority such as elevator shafts or electrical equipment.
6. Set up prearranged agreements with equipment rental companies for supply of drying equipment such as fans, blowers, dehumidifiers, generators, pumps, etc.
7. Set up prearranged agreements with water cleanup/restoration specialists, certified industrial hygienists, and mold remediation specialists that may be called upon to assist with water intrusion events.
8. Confirm Water Cleanup Kits are restocked regularly and confirmed to be in locations as described in the Response Action Plan section.
9. Ensure all site personnel – including subcontractors and security – are aware of Water Cleanup Kits and how to use them for early emergency response for water intrusion or leak scenarios.

**SECTION 9: SEVERE WEATHER**

Weather-related hazards can wreak havoc by causing water infiltration or conditions that can cause water infiltration. Each potential exposure should be discussed and planned, as applicable to the project location:

**General Considerations**

1. Develop a plan for monitoring the building during severe weather events and determining what additional labor coverage is necessary.
2. Complete a pre-weather event survey to ensure the job site is prepared, such as clearing gutters, drains, and drainage systems.
3. Conduct a post-weather event survey to complete after any significant weather event to determine if any water intrusion has occurred, focusing on area prone to standing water. Reschedule work, when possible, to reduce the likelihood of damage from weather-related incidents.
4. Ensure equipment that may be needed to respond to a severe weather event, such as snow and ice removal equipment, is easily accessible.

**Flood / Heavy Rainfall**

1. Monitor for periods of peak rainfall and potential for flash flooding in areas near deep excavations, incomplete drainage, etc.
2. Ensure all materials are covered and fastened appropriately to prevent displacement.

**High Winds, Hurricane, and/or Tornadic Activity**

1. Develop a separate Hurricane Preparation, Response & Recovery Plan for projects located in areas prone to hurricanes.

**Temperature (High / Low)**

1. Identify building systems such as piping, equipment, pumps, or tanks, or operations that may be affected by freezing conditions.
2. Confirm materials that are susceptible to freezing or elevated temperatures are safely stored.
3. Determine if ceiling tiles should temporarily be removed to allow heat to enter susceptible, concealed spaces with sprinkler heads or piping.
4. Add temporary heating devices in selected areas if it can be done safely.
5. Determine if snow and/or ice removal is needed for the roofing system, especially where snow may drift against roof mounted equipment or block flashing.

**SECTION 10: COMMUNICATION**

It is important that the entire site team – contractors, subcontractors, and other employees – are all aware of and follow the WDPReP and outlined policies relating to water.

1. **Distribution**
   1. All site team members should be made aware of the WDPReP and its purpose during their first day on the job site.
   2. Site team members should sign a Notice of Distribution form to confirm they are aware of the WDPReP protocols and where to find the WDPReP plan.
2. **Reminders**
   1. Discuss the WDPReP at trade or subcontractor kick-off meetings prior to the start of any work ensuring all parties are aware of their mandatory responsibilities regarding water damage prevention.
   2. Revisit the WDPReP at regularly held foreman and superintendent meetings throughout the length of the project.
   3. Identify tasks with potential for water damage during daily safety meetings and task hazard analyses procedures.
3. **Posted Information**
   1. Locations of WDPReP should be clearly visible on the construction site.
   2. Post emergency contact information at main control valve locations and in high traffic locations.
4. **Notifications**
   1. Notify all project personnel when water systems are turned ON in a building.
   2. Review the status and location of water systems regularly to keep individual trades informed when systems are filled, tested, or commissioned.

**SECTION 11: APPENDIX**

1. **Project Phase Considerations**
2. **Sample Inspection Checklist**
3. **Wet Work Permit Template**
4. **Water Cleanup Kit**
5. **Water Intrusion Event Documentation Template**
6. **Shutoff Valve List**
7. **Mechanical Room Location List**
8. **Electrical Panel Location**

**APPENDIX A: PROJECT PHASE CONSIDERATIONS**

Each phrase of the project should be reviewed for water damage prevention measures, while ensuring that all contractors and subcontractors complete work in compliance with industry recognized codes.

The following list is meant as a reference and is not exhaustive of every consideration COMPANY NAME will take regarding each project.

**Design Phase**

1. Conduct pre-site analysis, including evaluation of adjacent properties, for concerns such as:
   1. Exterior waterproofing and foundation drainage.
   2. Rain gutters and downspouts installed on roof and building structures.
   3. Utility and site drainage systems.
   4. Landscaping and irrigation systems.
2. Develop plans for any temporary systems that must be installed prior to the installation of permanent systems, such as roofing, water lines, or HVAC.
3. Review the drawings for penetrations such as pipes, vents, conduit, access hatches, etc. and develop standard practices for each type of opening.
4. Determine if temporary roofs are required based on the project schedule and location of moisture sensitive work/equipment.
5. Identify building features that exacerbate water damage and discuss possible corrective action.
6. Conduct a comprehensive risk assessment of all water distribution systems by reviewing locations of water tanks, service risers, and pipe route locations.

**Pre-Installation**

1. Phase construction work, when possible, to mitigate the extent of damage should an escape of water occur.
2. Install permanent drainage early with full functionality or, alternatively, put specific measures in place to temporarily manage the discharge of water from the building.
3. Commission sump pump and alarms, flow detection, water management devices, and monitoring systems.
4. Conduct pre-activity meetings prior to any installation critical to water damage prevention such as waterproofing installation, roofing installation, curtainwall installation, pipe pressure testing, etc.
5. Review the material submittals, critical specifications, means and methods, testing requirements, and compatibility of all products being used.

**Installation Phase**

1. Enclosure and Framing
   1. Conduct a detailed review of the building envelope design with specific attention to ensure a waterproof envelope, with consideration of roofing intersection details, curtainwall systems, window and door flashing, roof and wall penetrations, waterproofing membranes, building envelope drainage systems, vapor barriers, and wall cavity drainage provisions.
   2. Identify and develop a plan for any areas that will require temporary weather protection during construction, e.g. roof openings, balconies, expansion joints, doors/windows, elevator shafts, stair shafts, tower crane tiebacks, trash chutes, and access windows.
   3. Inspect all materials for water damage or moisture prior to installation.
   4. Install sealant or flashing around penetrations through building envelopes immediately after installation.
   5. Install any caulking, sealants, or glazing immediately after installation of precast or curtainwall systems.
   6. Install sump pumps in basements and low areas as early as possible.
      1. Inspect and test pumps regularly. Inspect discharge hoses and their associated storm water systems regularly.
   7. Ensure generators for emergency power are in place or operable through testing each month for critical pumps and dewatering systems.
2. Roofing
   1. Ensure exterior walls are installed beyond the temporary roof floor.
   2. Install roof drainage immediately after buildings are topped out.
   3. Verify caulking and flashing are correctly installed.
   4. Seal all floor penetrations.
   5. Complete as much work as possible at the roof level before installing final coverings.
   6. Verify any additional penetrations required through temporary roofing floors are sealed immediately after installation.
   7. Provide temporary drains in the water cutoff floor that direct water out of the building or into the permanent storm drain system.
   8. Develop a flashing or sealant detail to waterproof the joint between the floor slab and exterior curtainwall.
   9. Limit access to the area to minimize traffic once the final roof covering is installed and install temporary roofing or protection materials where necessary.
   10. Provide training to any trades performing work on top of completed roof membranes for moisture critical occupancies such as hospitals or data centers.
   11. Separate roof replacement work to limit exposure and do not remove more material than can be replaced or protected in one shift.
3. Drywall and Insulation
   1. Review installation and compliance against design specifications and manufacturer’s guidelines during all stages of construction.
   2. Inspect materials for moisture damage or presence prior to being installed.
   3. Develop a plan to maintain ventilation and control humidity/moisture during drywall installation and finishing.
      1. Verify concrete slabs are dry before installing insulation and or drywall; identify if temporary dehumidifiers, HVAC equipment or drying equipment will be necessary.
      2. Maintain adequate space between the floor slab and bottom of drywall with increased spacing in moisture prone areas.
      3. Identify any areas that will receive moisture/mold resistant drywall or other similar products and use in cases where drywall needs to be installed prior to the envelope being 100% complete.
   4. Complete a pre-drywall inspection to check for moisture prior to closing any walls, including documenting any existing conditions.
4. Doors and Windows
   1. Ensure the timely installation of doors and windows as they are often left out for various reasons including bucket hoist access, personnel access, material handling space, missing or late deliveries, damaged material, and protection of final products.
   2. Develop a plan to protect unfinished openings where doors/windows are left out for an extended period.
   3. Install door/window caulking and sealant immediately after installation.
   4. Keep materials on site to protect openings if door/windows are missing or damaged during construction.
5. Flooring
   1. Install temporary curbs for larger penetrations with waterproofing around slab openings and consider adding concrete curbs into the permanent design.
   2. Seal openings using recommended sealants between pipes, slab penetrations, and any other drilled penetrations.
   3. Clean and dry any sub-floors prior to flooring material installation.
6. Water Lines
   1. Temporary Water Lines
      1. Identify testing, commissioning, and certification procedures; consider if controlled access with lockable discharge points should be put in place.
      2. Install temporary water systems in areas of the building with low traffic to minimize damage from equipment or nearby operations OR in areas least susceptible to water damage; consider outdoor spaces if possible.
      3. Insulate or heat temporary water systems in locations subject to freezing.
      4. Turn off and drain temporarily water services nightly, if possible.
      5. For water lines being used for equipment such as tile saws, core drills, or mixers, consider containment around or underneath to prevent run-off water from leaching.
      6. Provide temporary or permanent drainage points, as needed.
   2. Permanent Water Lines
      1. Identify testing, commissioning, and certification procedures.
      2. Perform visual inspections on all pipe systems before pressure testing begins including verification of correct installation, all connections are tight, and all valves are in the proper position.
      3. Perform an initial low-pressure air test before introducing water into pipes.
      4. Perform pressure tests to verify the integrity of all pipe systems, keeping a Water Cleanup Kit nearby.
      5. Energize piping well before drywall installation begins to allow for daily inspection of these systems and verify there are no leaks.
      6. Verify chilled water lines are properly insulated.
      7. Verify piping is installed at the center of partitions to help prevent nails from piercing pipes and install shield plates and stud guards as needed.
      8. Ensure a highly visible ID tag is displayed on water valves, and that they are lubricated to operate properly.
      9. Valve maps are updated and posted.
      10. Water Cleanup Kits are installed throughout the building.
      11. All trades (and security) are notified water systems are activated.
7. HVAC
   1. Identify testing, commissioning, and certification procedures.
   2. Provide insulation on systems that may develop condensation.
   3. Confirm construction debris has been removed prior to testing and using HVAC system.
   4. Perform regular reviews of the building HVAC systems (i.e. local climate, occupancy of the space, and mitigation of moisture build-up inside the building); if necessary, provide temporary or permanent dehumidification equipment and devices to monitor humidity levels.
   5. Verify drip pans and condensation lines are plumbed to active drains and these systems are inspected prior to startup of equipment; regularly check for evidence of leaks or clogged drain lines.
   6. Verify all duct joints are properly sealed.
   7. Verity that all exhaust fans vent to the exterior.

**Testing**

1. Include a list of all inspection and testing requirements relevant to each operation that identify the materials and work to be inspected or tested, who will perform the inspection or test, the expected stage or frequency, and defined Hold and Witness Points. References to relevant standards, acceptance criteria definitions, and what records should be maintained.
   1. Identify any field inspections or tests to be performed by 3rd party consultants.
   2. Determine the individual component testing requirement at manufacturer facilities, upon arrival at the site, and after installation, plus how the entire system will be tested.

**Closeout**  
As part of the final walk-through, COMPANY NAME should document that their site activities have not resulted in a moisture/water intrusion event.   
  
If a moisture/water intrusion event has occurred, COMPANY NAME will provide the client with documentation of the corrective action which was taken, including photographs.  
  
If COMPANY NAME offers a warranty program on the project, any concerns regarding water intrusion should be addressed immediately.

**Deliveries and Storage Procedures**

Deliveries are critical to not only completing the project on time, but also to managing the potential for water damage to the materials and to the structure itself.

1. Sequence deliveries to avoid the storage of large amounts of moisture-sensitive material at the site for an extended period.
2. Inspect all materials upon delivery and reject any that are already water damaged or have damaged packaging.
3. Develop and implement a plan to protect moisture-sensitive materials from weather elements during delivery and while in storage, such as keeping them elevated, covered, and away from building edges; temporary heating or dehumidifiers may also be required.
4. Seal any building penetrations at the end of the workday to avoid moisture infiltration; it is recommended that the roof and building envelope are substantially completed before any porous materials are stored in the building.
5. Periodically inspect lay-down yards and storage areas to verify materials are properly stored.
6. Develop a procedure to reject or dry out any water-damaged material, including proper disposal methods.

**Preservation Of Building Assets / Critical Assets**  
Existing structures in close proximity to the new build or renovation may also be impacted by potential water damage. Specialized planning or efforts may be needed to minimize any potential losses.

1. Consider warehousing specialized equipment, historical documents, archived documents, fine art, books, research specimens/project, food, property owned by a third party, criminal evidence, monies, etc.
2. Consider the location of electrical components such as transformers, server rooms, electrical switch gears, or elevator controls.
3. Consider areas within the building that have ornate or expensive finishes, buildings that are historically registered, contents that have high replacement cost value or are considered rate.
4. Consider below-grade spaces with important equipment or operational processes that can be destroyed by intruding water.

**APPENDIX B: SAMPLE INSPECTION TEMPLATE**

**Site Name:**

**Inspection Date:** **Inspection Time:**

**Completed By:**

|  |  |  |  |
| --- | --- | --- | --- |
| **BUILDING EXTERIOR - ROOF** | **YES** | **NO** | **COMMENTS** |
| Roof drains clear of debris |  |  |  |
| All roof penetrations protected against water intrusion |  |  |  |
| Flashing/caulking in good condition |  |  |  |
| Vapor barriers in good condition |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **BUILDING EXTERIOR - GENERAL** | **YES** | **NO** | **COMMENTS** |
| Drains clear of debris |  |  |  |
| Flashing/caulking in good condition |  |  |  |
| Vapor barriers in good condition |  |  |  |
| All materials stored correctly |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **BUILDING INTERIOR - SYSTEMS** | **YES** | **NO** | **COMMENTS** |
| Mechanical 1: clear of water and debris |  |  |  |
| Mechanical 2: clear of water and debris |  |  |  |
| HVAC 1: clear of water and debris |  |  |  |
| Electrical 1: clear of water and debris |  |  |  |
| Electrical 2: clear of water and debris |  |  |  |
| Main Water Supply Line Valves turned off at end of day |  |  |  |
| Temporary Water Supply Line Valves turned off at end of day (if applicable) |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **BUILDING INTERIOR - GENERAL** | **YES** | **NO** | **COMMENTS** |
| Floor 1: doors, windows, and roof hatches in locked/closed position |  |  |  |
| Floor 2: doors, windows, and roof hatches in locked/closed position |  |  |  |
| Floor 3: doors, windows, and roof hatches in locked/closed position |  |  |  |
| Stairwell 1 clear of water and debris |  |  |  |
| Stairwell 2 clear of water and debris |  |  |  |
| Elevator 1 shaft clear of water and debris |  |  |  |
| All materials stored correctly |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **WET WORK PERMITS (WWP)** | **YES** | **NO** | **COMMENTS** |
| WWP 1: location is clear of water |  |  |  |
| WWP 2: location is clear of water |  |  |  |
| WWP 3: location is clear of water |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **TECHNOLOGY REVIEW** | **YES** | **NO** | **COMMENTS** |
| Network gateways plugged in and online |  |  |  |
| All sensors/devices in expected location or new locations recorded |  |  |  |
| Security camera feeds armed and operational (if applicable) |  |  |  |
| All alerts are cleared (none active) |  |  |  |

**APPENDIX C: WET WORK PERMIT TEMPLATE**

**Permit Number:**

**Permit Issue Date:**

**Permit Duration:**

**Steps To Completing Wet Work Permit:**

* Complete all sections of this permit.
* Obtain approvals from the subcontractor and GC/CM.
* Attach any additional documentation as needed (e.g., Lock-out/Tag-out, Job Hazard Analysis).
* Post the approved permit in the wet work area.

|  |  |
| --- | --- |
| **Project Name:** | **Location (Bldg, Fl):** |
| **Contractor Name:** | |
| **Worker Name:** | **Contact Info:** |
| **Wet Work Watcher:** | **Contact Info:** |
| **Description of Wet Work:** | |

**Pre-Work Checklist**

* WDPReP has been reviewed and understood by all involved.
* Water damage mitigation equipment (e.g., fans, pumps, wet vacuums, absorbent pads, etc.) is available and accessible.
* Area has been cleared of high-value materials, equipment, and sensitive documents.
* Inspect floor drains and sinks and verify they are functional/clear of debris.
* If work is on the roof, temporary or permanent roof drains/scuppers are connected, free of debris, and functioning properly.
* Isolating and shut-off valves involved have been identified and are accessible.
* Permit tags or locks have been installed on shut-off valves (if applicable)
* Piping has been drained prior to the start of work (if applicable).
* Path of potential water release has been identified and assessed for hazards (electrical, penetrations, etc.).
* Water Cleanup Kits are onsite, and workers have been trained in their use.
* Floor/wall/ceiling openings and penetrations in the work area have been sealed to contain water if needed.
* Barriers have been set up to control water flow (e.g., stairwells, elevators).
* The closest fire extinguisher has been located and is accessible.
* A Hot Work Permit has been obtained (if required).

**Additional Precautions:**

|  |  |
| --- | --- |
| **Permit Issuer:** | **Signature:** |

**Steps To Wet Work Closeout**

* Complete the Post-Work Checklist.
* Obtain final inspection approval from the GC/CM.
* Complete the Wet Work Closeout section.

**Post-Work Checklist**

* All residual liquids have been cleaned up from work surfaces and the floor.
* Wet surfaces with freeze potential have been mitigated.
* Required insulation has been reinstalled (if applicable).
* Water service has been restored for work areas.
* Permit Tags have been removed.
* Work area has been restored to its original (or better) condition.
* All local drains are functional and clear of debris.
* Photos of work areas have been taken and performance documented.
* Area has been adequately ventilated (if applicable).

|  |  |
| --- | --- |
| **Contractor Verification**   * No signs of leakage observed on work items/areas. * Work completed according to specifications and this permit. | **GM/CM Verification**   * No signs of leakage observed on work items/areas. * Work completed according to specifications and this permit. |
| **Contractor Signature:** | **Signature:** |
| **Date:** | **Date:** |

**Additional Comments/Observations:**

**APPENDIX D: WATER CLEANUP KIT**

Water Cleanup Kits are critical to quickly responding to and mitigating a water loss event.  
Consider providing at least one Water Cleanup Kit on every floor or one in every janitorial /housekeeping room. Additional carts may be needed if the project experiences frequent leaks or spills.

Kits should be clearly labeled “WATER CLEANUP KIT" or "EMERGENCY WATER RESPONSE KIT” on the lid and sides so they can easily be identified and not mistaken as waste bins.

Water Cleanup Kits should be regularly inspected and replenished; the Kit Contents list below should be added to each Kit to aid in confirming all contents are available. Consider using clear plastic sleeves to protect the paper from moisture and wear.

**Kit Contents**

1. Water “cart”: a 30- to 50-gallon trash can with a lid and wheels both stores the kit contents and functions as a place to collect water during a cleanup.
2. Shop vacuum: 3- to 5-gallon capacity that fits in the water cart.
3. Portable water pump or a “puddle pump”: used to quickly move larger quantities of water out of the area.
4. Garden hose: 25' is recommended.
5. Shark bite caps: quickly seal pipes to stop the flow of water.
6. GFCI extension cord: at least 25’ to power the shop vac and pump.
7. Sprinkler head shutoff tool: two to three clamp style or sprinkler wedges.
8. Spare rags, towels, absorbent pads.
9. Push broom with squeegee attachment.
10. Wet area signage.
11. Flood barriers and/or flood bags to create barriers.
12. Lay flat duct, plastic sheeting, and vinyl/duct tape to cover equipment and divert the flow of water.
13. Copy of WDPReP in clear plastic sleeves.
14. Special Systems shut down procedures (as necessary):
    1. Step-by-step instructions on how to turn off domestic water system.
    2. Step-by-step instructions on how to turn off fire pump and fire sprinkler system.
    3. Step-by-step instructions on how to turn off heating and cooling piping systems.

**APPENDIX E: WATER INTRUSION EVENT DOCUMENTATION**

**To be completed by Project Superintendent**  
  
Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_\_\_\_ Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Describe the incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Was the cause of the event determined? Describe:  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Was the extent of the damage determined? Describe:  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupied Building: Yes No  
 Are there any occupant complaints? Describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Were occupants relocated? Yes No  
  
Were any of the following observed:

Visible Mold

Musty Odors  
 Water-Stained Building Materials  
 Water Damaged Building Materials  
 Impact to the HVAC system

Sewage or Gray Water  
 Describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe the proposed remediation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Include map of building location impacted by the water incident.  
  
Superintendent Name:

Signature: Date:

**APPENDIX F: SHUTOFF VALVE LIST**

Shutoff valve labeling should differentiate the type of valve:

* **Main:** shut off to the facility or an entire building.
* **Primary:** water shut off to floors, wings or large areas.
* **Critical:** water shut off over critical equipment, in renovation projects.

**Water Valves**

|  |  |  |
| --- | --- | --- |
| Valve Location | Area Controlled | Type |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Gas Valves**

|  |  |  |
| --- | --- | --- |
| Valve Location | Area Controlled | Type |
|  |  |  |
|  |  |  |
|  |  |  |

**APPENDIX G: MECHANICAL ROOM LOCATION**

|  |  |  |
| --- | --- | --- |
| Room Location | Area Controlled | Notes |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**APPENDIX H: ELECTRICAL PANEL IDENTIFICATION**

|  |  |  |
| --- | --- | --- |
| Panel Location | Area Controlled | Notes |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |