Checklist – Hurricane Prep

Maintenance Checklist
☐ Check gutters and drains – ensure they are free of debris or any other type of obstruction
☐ Remove outside furniture and anything not anchored down
☐ Close and lock doors to any storage sheds
☐ Remove any dead or damaged branches
☐ Remove satellite rooftop dishes
☐ Close and if possible lock all doors and windows
☐ Shutter windows or install plywood covers
☐ Unplug computers and other office equipment from outlets

General Office Checklist
☐ File papers and books
☐ Move important files to top shelves
☐ Be sure to back up files electronically if backups are not taken automatically
☐ If putting sensitive information on a thumb drive, be sure to password-protect it

Emergency Kit
☐ If sheltering in place, bring emergency kit to area of dwelling where you will be staying
☐ If being evacuated, keep kit near front door and remember to bring it with you

Notes:
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