

WATER DAMAGE DO'S AND DON'TS!

If you have water damage, there are many things that can be done to help limit the damage and make the cleanup process a little easier. Listed below are some things to do or not to do when you are in the process of cleaning up the water.

DO...

- Remove as much excess water as possible by mopping and blotting.
- Wipe water from wood furniture after removal of lamps and tabletop items.
- Remove and prop up wet upholstery cushions for even drying (check for possible bleeding).
- Place aluminum foil or wood blocks between furniture legs and wet carpeting.
- Turn on air conditioner for drying in summer; open windows slightly to speed drying in winter.
- Remove oriental or other colored rugs from wet wall to wall carpeting and floors.
- Open drawers and cabinet doors for complete drying (do not force).
- Remove valuable oil paintings and art objects to a safe place.
- Blot wet carpeting with clean white towels, use shop vacuum or carpet cleaning machine to remove water. Make sure the vacuum is properly grounded and that you wear rubber boots.
- Open suitcases and luggage to dry, in sunlight if possible.
- Punch small holes in sagging ceilings to relieve trapped water. Don't forget to place pans or pails beneath.
- Place important papers or books in freezer for drying.
- Contact your agent to determine if you have coverage, report the claim and determine what your next steps should be. Contact a professional cleaner if necessary.

DO NOT...

- Step into deep water in basements (electrocution may occur).
- Leave wet fabric in place; dry as soon as possible. Hang furs and leather goods to dry separately at room temperature.
- Leave books, magazines or other colored items on wet carpet or floor.
- Use your household vacuum to remove water.
- Use any electrical appliances while standing on wet carpet or floors, especially not on wet concrete floors. Have all electrical appliances inspected before use.
- Turn off ceiling fixtures if ceiling is wet. Keep out of rooms where ceilings are sagging excessively from retained water.
- Allow sewage contaminated surfaces to contact bare skin.

IT IS IMPORTANT TO KEEP THE DAMAGED PROPERTY UNTIL THE ADJUSTER HAS A CHANCE TO SEE THE PROPERTY AND DOCUMENT YOUR CLAIM.

If you have any questions, please contact your agent or the adjuster that has been assigned to your claim.