
 Organization Name

Hail Damage Checklist

A hailstorm has just passed over your ministry. Do you know where to look for damage? Enlist a few people from your ministry to help inspect your property. Take photos. Then contact your insurance agent or insurance company to disclose your findings.

Equipment: Clipboards, pencils, chalk, flashlight

Take care of your surroundings—a hailstorm can down power lines, trees, or large limbs. Do not attempt to climb on top of your roof, as it may have become unstable from the storm.

EXTERIOR

	Yes	No
Roof and Gutters		
Is damage to the roof structure visible from the ground? Check all buildings, including storage sheds and garages.	<input type="checkbox"/>	<input type="checkbox"/>
NOTE: If you see worrisome damage on the outside, or leaking water on the inside, call a professional as soon as possible to cover those areas. This will prevent additional damage.		
Building 1: _____ _____		
Building 2: _____ _____		
Building 3: _____ _____		
• Are gutters and downspouts dislodged or hanging loose?	<input type="checkbox"/>	<input type="checkbox"/>
• For HVAC systems you can safely view, do you see damage to the cooling fins?	<input type="checkbox"/>	<input type="checkbox"/>
• Is your heating vent(s) damaged? (a damaged vent may allow carbon monoxide to accumulate inside the building).	<input type="checkbox"/>	<input type="checkbox"/>
Windows, Doors, and Siding		
• Do you have broken windows? Note which buildings and where.	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have dents/broken panes in your doors or tears in your screens?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have dents, cracks, or paint damage to your siding/building exterior? Note those areas with chalk.	<input type="checkbox"/>	<input type="checkbox"/>

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Other	Yes	No
• Is outdoor signage damaged?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have tree damage or large limbs hanging down?	<input type="checkbox"/>	<input type="checkbox"/>
- If yes, does the tree or limb threaten to fall on property?	<input type="checkbox"/>	<input type="checkbox"/>

INTERIOR

• Inspect the topmost floor of your building or the attic. Do you see water leaking inside?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have water damage inside as a result of a broken window or door?	<input type="checkbox"/>	<input type="checkbox"/>
• Did you check if your air conditioning and heating systems are working?	<input type="checkbox"/>	<input type="checkbox"/>

VEHICLES

NOTE: wait until water dries on your vehicle before you begin your inspection. Start with the hood and move toward the back of the vehicle on one side, then the other.

Check for damage to:

• All windows.	<input type="checkbox"/>	<input type="checkbox"/>
• Side mirrors.	<input type="checkbox"/>	<input type="checkbox"/>
• Bumpers.	<input type="checkbox"/>	<input type="checkbox"/>
• Roof rack.	<input type="checkbox"/>	<input type="checkbox"/>
• Opening mechanisms for all doors, and the hood, fuel door, and trunk.	<input type="checkbox"/>	<input type="checkbox"/>

Where do you see damage?

Vehicle 1: _____

Vehicle 2: _____

Vehicle 3: _____

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