

Damage Assessment Report Form

All properties in downtown will be asked to provide a damage assessment report to HDMD within 24 hours of a major event to assist in assessment. Please send report to James Kennedy via: jkennedy@downtowndistrict.org. **A report should be made even if no damage is experienced.**

Property Name: _____

Property Address: _____

Report Filled Out By: _____ **Title:** _____

Contact Telephone Number: _____

Contact Email Address: _____

Building Operating Status:

- ___ Open/Fully Operational
- ___ Open/Essential Personnel Only
- ___ Closed
- ___ Number of businesses closed in building (if multiply properties)

Utility Status:

- Power Status:
- ___ Have Power
 - ___ Do Not Have Power
 - ___ Partial Power
- Water Status:
- ___ Have Water
 - ___ Do Not Have Water
 - ___ Partial Water

Property Damage:

- Building Façade
(Fallen Glass/Glass Damage) Yes No
- Approximate# of glass panes ___ Roof Yes No
- Below Grade Floors Yes No
- Tunnel (if applicable) Yes No
- Telephone Operational Yes No
- Internet Operational Yes No

Operating System Damage:

- | | | |
|------------|-----|----|
| Elevators | Yes | No |
| Escalators | Yes | No |
| HVAC | Yes | No |
| Boilers | Yes | No |

Damage Due to:

- ___ Water
- ___ Wind
- ___ Other (Please Specify : _____)

What is your most pressing need?

Total estimated cost due to damages?

Estimated hours to resumption of business operations?

HDMD Operations – 1313 Main – 77002
 (713)223-2003 **Office** – (713)223-1003 **Fax**
 (713)571-7917 – 24 Hour Emergency Line
 Brett DeBord, Director of Operations
Brett@downtowndistrict.org
 James Kennedy, Operations Manager
jkennedy@downtowndistrict.org