

Checklist 2 - Field Preparations

	Need	Have	Item	Notes:
1.	_____	_____	Flood maps such as FIRMs, FIRMets, clips of NeDNR Interactive Flood Maps, or other floodplain or flood risk maps.	
2.	_____	_____	Assessor's map or other address map with flood boundaries.	
3.	_____	_____	Route or area map showing proposed areas and sequence for data collection.	
4.	_____	_____	Tax data: structure owner name, structure address, mailing address, number of stories, and dimensions or habitable area.	
5.	_____	_____	Copies of blank SDE Damage Inspection Worksheets.	
6.	_____	_____	Copies of blank photo log sheets (if needed).	
7.	_____	_____	Photo ID badges for inspectors.	
8.	_____	_____	Letter of Introduction with community point of contact (name and telephone number).	
9.	_____	_____	Clip boards, pens/pencils, steno pad or notebook, highlighter.	
10.	_____	_____	100 ft tape measure (to obtain or verify structure dimensions).	
11.	_____	_____	Address board and dry erase markers.	
12.	_____	_____	Hard hat, gloves, safety glasses and vest, steel-toe and steel-shank shoes, safety vest, and flashlight.	
13.	_____	_____	Cell phones or walkie-talkies.	
14.	_____	_____	Digital camera, primary and alternate memory cards, and extra batteries.	
15.	_____	_____	Verification that police, fire, and emergency management agencies have been advised of SDE inspections.	
16.	_____	_____	Laptop computers or tablets with SDE tool installed and power cords with plug adaptors for use and re-charging in field vehicles.	
17.	_____	_____	Rain or cold-weather gear.	

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Need	Have	Item	Notes:
Review these procedures with your inspectors prior to collecting data:			
1.		Field safety procedures for dealing with extreme temperatures, wild and domestic animals, driving, parking, and accidents.	
2.		SDE data collection and recording requirements.	
3.		Guidance for entering locked, occupied, or unoccupied structures.	
4.		Guidance on identifying initial construction quality for both residential and non-residential structures.	
5.		SDE inspection procedures for residential structures.	
6.		SDE inspection procedures for non-residential structures.	
7.		Guidance on selecting the depreciation rating.	
8.		Data collection routes and sequence.	
9.		Guidelines for interaction with structure owners and occupants.	