ABSOLUTE ADJUSTING | Building Damage Memory Jogger

Work from a safe location or photographs. Do not enter unsafe areas or disturb damaged materials. This is not a technical inspection or estimate.
Record actual observations and locations, not presumed damage. Identify photo and estimate references. Use the Contents Inventory for movable property.

Insured / preparer: _____ **Claim number:** _____

Date of loss: _____ **Policy number:** _____

Loss address: _____ **As of / period:** _____

Area / system	Component / memory prompt	Actual location / material / size	Observed damage / pre-loss condition	Photo / estimate reference	Notes / questions
Roof / drainage	Roof covering and underlayment				
Roof / drainage	Roof decking				
Roof / drainage	Flashing, valleys and penetrations				
Roof / drainage	Ridge, vents and ventilation				
Roof / drainage	Skylights				
Roof / drainage	Gutters and downspouts				
Roof / drainage	Fascia and soffit				
Roof / drainage	Roof-mounted equipment / solar				
Roof / drainage	Other component (describe)				
Exterior / site	Siding / cladding				
Exterior / site	Masonry / stucco				
Exterior / site	Exterior trim / paint				

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Area / system	Component / memory prompt	Actual location / material / size	Observed damage / pre-loss condition	Photo / estimate reference	Notes / questions
Exterior / site	Exterior doors and frames				
Exterior / site	Windows, screens and seals				
Exterior / site	Porches / decks / steps				
Exterior / site	Railings				
Exterior / site	Foundation / crawlspace				
Exterior / site	Attached garage / overhead door				
Exterior / site	Fences / detached structures (list separately)				
Exterior / site	Driveway / walkways / retaining walls				
Exterior / site	Other component (describe)				
Structure	Framing, joists and trusses				
Structure	Sheathing and subfloor				
Structure	Load-bearing walls				

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Structure	Stairs and landings				
Structure	Insulation				
Structure	Vapor / air barriers				
Structure	Fire blocking / assemblies				
Structure	Ceiling structure				
Structure	Other component (describe)				
Interior rooms (repeat for each room)	Ceiling finish				
Interior rooms (repeat for each room)	Wall finish / drywall / plaster				
Interior rooms (repeat for each room)	Texture and paint				
Interior rooms (repeat for each room)	Flooring and underlayment				
Interior rooms (repeat for each room)	Baseboard / trim / crown molding				
Interior rooms (repeat for each room)	Interior doors, frames and hardware				

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Interior rooms (repeat for each room)	Built-in shelving and cabinetry				
Interior rooms (repeat for each room)	Closet systems				
Interior rooms (repeat for each room)	Countertops / backsplash				
Interior rooms (repeat for each room)	Tile and grout				
Interior rooms (repeat for each room)	Permanent window coverings / treatments				
Interior rooms (repeat for each room)	Fireplace / hearth / surround				
Interior rooms (repeat for each room)	Other component (describe)				
Kitchen / baths	Cabinet boxes, doors and hardware				
Kitchen / baths	Countertops / backsplash				
Kitchen / baths	Sinks and faucets				
Kitchen / baths	Built-in appliances				
Kitchen / baths	Shower / tub and surround				

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Area / system	Component / memory prompt	Actual location / material / size	Observed damage / pre-loss condition	Photo / estimate reference	Notes / questions
Kitchen / baths	Toilets and vanities				
Kitchen / baths	Mirrors / mounted accessories				
Kitchen / baths	Waterproofing and tile assemblies				
Kitchen / baths	Exhaust fans				
Kitchen / baths	Other component (describe)				
Electrical / low voltage	Service / meter / panel				
Electrical / low voltage	Branch wiring and devices				
Electrical / low voltage	Lighting fixtures				
Electrical / low voltage	Smoke / carbon monoxide alarms				
Electrical / low voltage	Security / communication wiring				
Electrical / low voltage	Controls and switches				
Electrical / low voltage	Other component (describe)				

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Area / system	Component / memory prompt	Actual location / material / size	Observed damage / pre-loss condition	Photo / estimate reference	Notes / questions
Mechanical / plumbing	Heating and cooling equipment				
Mechanical / plumbing	Ductwork, registers and insulation				
Mechanical / plumbing	Thermostats / controls				
Mechanical / plumbing	Water heater				
Mechanical / plumbing	Supply and drain piping				
Mechanical / plumbing	Valves and fixtures				
Mechanical / plumbing	Vent stacks / exhaust				
Mechanical / plumbing	Water treatment / pumps				
Mechanical / plumbing	Gas piping / connections				
Mechanical / plumbing	Other component (describe)				
Garage / other structures	Garage door and opener				
Garage / other structures	Attached cabinets and shelving				

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Garage / other structures	Slab / floor coating				
Garage / other structures	Electrical and lighting				
Garage / other structures	Insulation / wall finishes				
Garage / other structures	Detached garage / shed components				
Garage / other structures	Permanent shop systems				
Garage / other structures	Other component (describe)				
Related work / documentation	Emergency protection / temporary repairs				
Related work / documentation	Water extraction / drying				
Related work / documentation	Cleaning and remediation				
Related work / documentation	Debris handling / disposal				
Related work / documentation	Access / removal / reset work				
Related work / documentation	Permits, engineering and required inspections				

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Area / system	Component / memory prompt	Actual location / material / size	Observed damage / pre-loss condition	Photo / estimate reference	Notes / questions
Related work / documentation	Code-related requirements (document separately)				
Related work / documentation	Photographs, measurements and estimate references				
Related work / documentation	Prior condition / unrelated damage (identify separately)				
Related work / documentation	Other component (describe)				