

Checklist – Hurricane Prep

Maintenance Checklist

- Check gutters and drains – ensure they are free of debris or any other type of obstruction
- Remove outside furniture and anything not anchored down
- Close and lock doors to any storage sheds
- Remove any dead or damaged branches
- Remove satellite rooftop dishes
- Close and if possible lock all doors and windows
- Shutter windows or install plywood covers
- Unplug computers and other office equipment from outlets

General Office Checklist

- File papers and books
- Move important files to top shelves
- Be sure to back up files electronically if backups are not taken automatically
- If putting sensitive information on a thumb drive, be sure to password-protect it

Emergency Kit

- If sheltering in place, bring emergency kit to area of dwelling where you will be staying
- If being evacuated, keep kit near front door and remember to bring it with you

Notes:
