

A dramatic photograph of a city skyline, likely New York City, viewed from across a turbulent, stormy ocean. Dark, heavy clouds loom over the city, and white-capped waves are crashing against the shore.

How to Restore your New York City Condo or Co-op After a Flood

A CHECKLIST FOR BUILDING STAFF

HOW TO RESTORE YOUR NEW YORK CITY CONDO OR CO-OP AFTER A FLOOD



CHECKLIST

PREVENTATIVE MEASURES BEFORE A FLOOD



- If water levels rise and the property faces the possibility of flooding, shut down electrical equipment not needed for fire and life safety equipment.
- Prioritize the protection of power plants and fire pumps and keep them in service when possible.
- Place circuit breakers in the off position when possible.
- Consider voluntarily shutting down utility services at street level.
- Do not use open flames—there may be gas escaping from ruptured mains.



CHECKLIST

WHAT TO DO IMMEDIATELY AFTER A FLOOD

Provided the exterior of the building has been inspected and there is no hazard to reentering the building:

- Assess the building's structural condition:
 - Check the foundation for cracks and examine overhangs for missing structural supports. If obvious damage is observed, document with photographs and contact a licensed engineer and/or city building official to see if the building is safe to enter.
 - Check ceilings for signs of sagging or deflection. The ceiling may be holding water.
 - Inspect building mechanical systems to gauge severity of damage.
- Watch for and avoid live electrical wires or any electrical equipment that is submerged in water. Do not make the assumption it is not energized.
- Verify the safety of the building.
- Photograph or video all damages to document necessary repair or replacement.
- If utilities are down, call the appropriate utility company.
- Place tarps over damaged roofs, windows and doors, and remove debris to reduce the threat of injuries and further damage.
- If electricity is still on, provided that any electrical equipment is submerged in water, it should be turned off immediately with the assistance of a licensed electrician and/or utility provider.
- Complete an Incident Report and contact the property manager and the building's insurance carrier.
 - Distinguish whether damaged property is owned by the building, a unit owner or by a third party unrelated to the building.
- If a resident or other non-building employee is injured, complete an Incident Report including details of how and when the incident occurred, as well as any witnesses.
- If a building employee is injured while on the job, submit a C-2 Incident Report for Workers' Compensation.

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CHECKLIST

RESTORING THE PROPERTY AFTER A FLOOD



- Conduct a safety walk-through as soon as it is safe to re-enter your community.
- Mitigate damages by placing tarps over open roofs, broken windows and open doors.
- Remove debris as soon as possible and take steps to secure the community from vandals and looters. This stage is critical in order to ensure resident safety and minimize future damage to the property.
- Make sure to document and note any and all damages to the property, whether they are big or small, to have on record.
- Appoint restoration vendors and other trades to assist in the mitigation process.
- If flood waters have receded, start pumping water out of building only if no risk of electrocution or environmental hazard exists. This will save you valuable time until restoration vendors can arrive onsite.
- As water recedes, inspect walls and columns for signs of deflection.
- Watch for and avoid (use caution tape and cones, if needed) live electrical wires; do not turn on any electrical appliances until an electrician says it is okay to do so.
- Determine whether flood damage requires full removal or if cleaning and/or other treatments will suffice. For example, once drywall has been saturated, it generally needs to be replaced.
- Affected area will need to be treated with an antimicrobial solution to kill bacteria and prevent the growth of mold and mildew. Growth of bacteria, mold, and mildew in ductwork is especially dangerous. Water damage or mold/mildew growth may require complete removal of some items.
- If a building is flooded for 24 hours or more, it may be appropriate to engage a qualified professional to identify and eliminate the potential growth of mold and mildew.
- Get fresh air moving throughout the building to reduce moisture and dissipate any leaking gas and/or fumes.
- Properly dehumidify and heat (if temperature is below 50 degrees Fahrenheit) the building.
- Cover holes in roofing system, walls, or windows with boards, tarps, or plastic sheets.
- Check for broken or leaking water pipes. If any are found, turn off the water supply at the nearest shutoff.
- Keep a running list of all damages reported by both residents and building staff to maintain accurate information of the state of your building post storm.

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HOW TO RESTORE YOUR NEW YORK CITY CONDO OR CO-OP AFTER A FLOOD



CHECKLIST

RESTORING THE PROPERTY AFTER A FLOOD *continued*



- Prepare for rebuilding:
 - Determine construction needs and the associated costs.
 - Do not accept any insurance company's offer for money in exchange for releases or settlements.
 - Suspend those services you won't need for awhile, like lawn or pool maintenance (if your contract allows).
 - Take a look at your governing documents' "repair after casualty" section for guidance, then complete your proof of loss forms with your insurance company.
- Meet with licensed professionals for rebuilding.
- Have pictures of all damage for proper documentation as this will greatly assist when assessing replacement costs and future needs.



CHECKLIST

WHAT NOT TO DO AFTER A FLOOD



DO NOT:

- Disturb environmental risks on the property, e.g. fuel tanks that have been overturned. Instances where fuel has mixed with flood waters will require special remediation by a qualified vendor.
- Step in puddles or standing water while power is being restored to building.
- Open building vents before checking that the vent is not filled with water.
- Ventilate building if odor/gas/fume exists. Verify what is causing the problem. Ventilation should only be done if it leads outside to fresh air. Do not ventilate to other parts of the building.

IMPORTANT RESOURCES



NYC Office of Emergency Management (OEM)

www.nyc.gov/oem

212.639.9675

- Order “Ready New York” guides for residents
- Request a free “Ready New York” educational event for residents
- Register to become a Community Emergency Response Team (CERT) member

NYC Information Hotline

311 (24/7 non-emergency information)

Notify NYC

[NYC.gov/notifynyc](http://nyc.gov/notifynyc)

Register to receive text/phone alerts of public emergencies

National Flood Insurance Program

www.floodsmart.gov

888.379.9531

National Weather Service

www.weather.gov

NYC Emergency Management on Facebook and Twitter

www.facebook.com/

[NYCemergencymanagement](https://www.facebook.com/NYCemergencymanagement)

[@nycoem](https://twitter.com/nycoem)

NYC Mayor’s Office for People with Disabilities

[NYC.gov/mopd](http://nyc.gov/mopd)

Con Edison

800.752.6633

www.coned.com

PSEG Long Island

800.490.0025

www.psegliny.com

National Grid

718.643.4050

www.nationalgridus.com

Red Cross

www.redcross.org/prepare/disaster/hurricane

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