

BUILDING PROBLEMS AND/OR DISASTER RECOVERY REPORT

This form is to be completed in stages. It should accompany the damaged materials and be filled out by the staff members who are working on them.

I. BUILDING

Floor/stack:

Date:

Ranges/room:

Time:

Person reporting problem:

Nature of problem:

Immediate action taken to minimize damage:

Personnel involved:

II. LIBRARY MATERIALS

Type of materials:

Quantity:

III. RECOVERY OPTIONS USED (List approximate number of items treated by each method listed below.)

Air Dry:

Freeze:

Replacement:

Rebind:

Dispose of/no replacement:

Contract with private concern:

Evidence of mold: yes [] no []

Personnel involved:

IV. FOLLOW UP

Action taken:

Date disaster area cleaned:

By whom:

Date returned to shelves:

Short narrative of disaster and subsequent recovery:

BUILDING PROBLEMS AND/OR DISASTER RECOVERY REPORT *(cont)*

Has this area been the site of previous problems?

If so, most recent date:

V. BUDGET

Staff hours:

Supplies: