



Fire Damage Photo and Records Checklist

Use this guide to organize practical information without entering restricted areas or delaying urgent property protection.

Photograph only from a location that authorities permit and you can reach safely. Never enter a damaged area solely to take pictures.

Photographs to Consider

Wide room views Show the room and general condition before close-up details.	Visible smoke and soot Capture residue patterns without touching affected surfaces.
Openings and temporary protection Photograph damaged windows, doors, walls, or roof openings only from a safe location.	Firefighting water Document visible water, wet materials, and movement into adjoining areas.
Contents and belongings Record visible affected items without moving them through clean areas.	Exterior conditions Capture visible damage and access conditions without approaching hazards.

Records to Keep Together

Property details Address, authorized contacts, access notes, and official entry restrictions.	Emergency records Fire department notices, incident references, utility instructions, and temporary-protection approvals.
Receipts Emergency lodging, temporary repairs, board-up, tarping, and other property-protection expenses.	Restoration records Photographs, affected-area notes, moisture readings, equipment logs, contents notes, and progress updates when applicable.
Communications Dates, names, and summaries of relevant conversations with authorized parties.	Questions and limitations Record unclear conditions and questions instead of converting uncertainty into a conclusion.

Insurance coverage and claim decisions are determined by the applicable carrier and policy. Hugo does not guarantee approval, payment, or reimbursement.

Need restoration documentation support? Call 24/7: (888) HUGONOW | (888) 484-6669