

Top-to-Bottom Hurricane Preparedness Checklist for Commercial Buildings

Assess vulnerabilities to help prevent costly repairs.

☑ Roof and Exterior Inspection

Inspect roof shingles, flashing, and roofing membranes. Repair and check for weak anchor points against high winds.

☑ Chimney Inspection

Check chimney flashing to ensure flashing is secure and chimney is properly tuckpointed to keep water out.

☑ Siding and Facia Inspection

Repair damaged siding and fascia. Secure areas around windows and doors to prevent water entry.

☑ Doors and Windows

Check seals and add weatherproofing to prepare for seasonal changes. Reinforce with impact-resistant bolts and frames.

☑ HVAC

Reinforce HVAC, plumbing, and fire system connections to prevent damage or dislocation.

☑ Utilities and Backup Systems

Test backup generators and ensure fuel reserves. Disconnect non-essential power systems and reinforce utility lines to protect against flood damage.

☑ Basements

Inspect for cracks and gaps in basement walls and foundations and repair or reinforce to prevent water penetration.

☑ Exterior Fixtures and Signage

Ensure exterior signage and outdoor equipment is securely anchored or remove to a secure location.

☑ Landscaping

Trim dead or overgrown plants and trees away from the building to reduce debris hazards.

☑ Asset Protection

Relocate high-value assets to upper floors or impact and waterproof storage. Capture pre-storm photos.

☑ Update Emergency Contact Lists

Update emergency contact lists and assign roles to your security, maintenance and logistics teams.

☑ Emergency Evacuation Plan

Update and review your emergency evacuation plan and distribute the plan to tenants or building occupants.

