



TROPICAL STORM & HURRICANE PREPAREDNESS CHECKLIST

SUPPLIES TO HAVE:

Batteries	Flashlights	Plywood
Battery–Powered Radio	Plastic Storage Bags	Sand Bags
Drain Covers	Plastic Tarps	Weather Strips
External Hard Drives		

DOORS & WINDOWS:

Weather strip all doors and windows	Ensure all locks have extra sets of keys
Close and lock all doors and windows	Ensure all alarms work properly
Board up doors and windows	(security, smoke detectors, carbon monoxide)

ROOF & OUTDOORS:

Clean gutters to ensure proper drainage	Sandbag areas prone to flooding
Inspect roof for possible leaks and weak spots	Secure signage
Ensure rooftop equipment is properly secured	Bring in anything capable of being swept away
Clear hanging foliage away from roof and building	

INDOORS:

Empty refrigerators of perishables in case of power outage	Cover electronics (computers, cash registers, etc) with plastic tarps and secure with straps
Turn refrigerators and freezers to their coldest settings and keep closed	Locate water shut off valves
Turn off propane tanks	Install drain guard in floor drains to prevent sewage back up during flooding
Unplug small electrical appliances	Relocate valuable and fragile items
Clean area around electrical panels	

ADMINISTRATIVE:

Backup documents onto external hard drives and seal in a waterproof containers	Designate chain of command and ensure they have proper access to facility
Deposit cash to a bank or keep in a secured and waterproof safe	Advise maintenance provider of possible flooding or shut down
Save info that is critical to business operations	

Safety should always be the top priority during natural disasters.
If you're unsure about any tasks or need professional assistance, consult with facilities experts or local authorities.

For more information on pre and post storm services please email us at
info@profretail.com or call **+1 631-719-7261**