

OEM

District Workshop

05/03/16

District Emergency Preparedness Training

Anthony B. Shelde Community Building

May 3, 2016

AGENDA

8:30am

REGISTRATION/Continental Breakfast

Welcome & Introductions

- Administrative Announcements
- Participants Introductions

CSD & OEM

Interstate Presentation

- Water damage 101
- Envirocheck – asbestos, lead, mold, sewage, smoke, etc.

**Interstate
Representative**

Grainger Demo

- Sandbag presentation

**Grainger
Representative**

GRICUA Presentation

**GRICUA
Representative**

Damage Assessment Forms

- Construction Crew Form
- Rapid Damage Assessment Form
- Individual Assistance Project Worksheet

OEM

11:30am

LUNCH

GRIC Emergency Operations Plan/DREAP

OEM

Monsoon Preparation

- Emergency Repairs
- Update Contact List
- Emergency Supplies
- Sandbags
- Resource Catalog

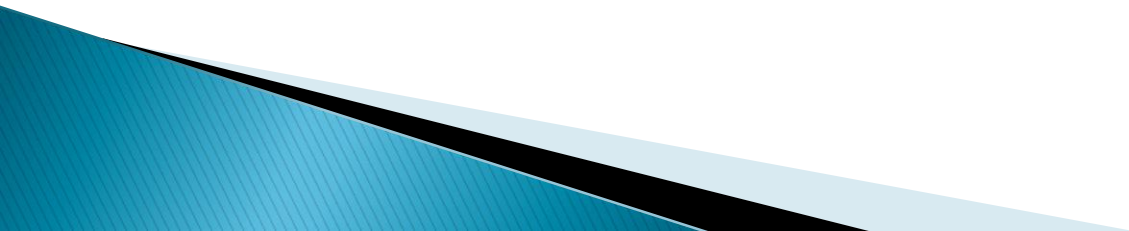
OEM

4:00pm

CLOSING REMARKS

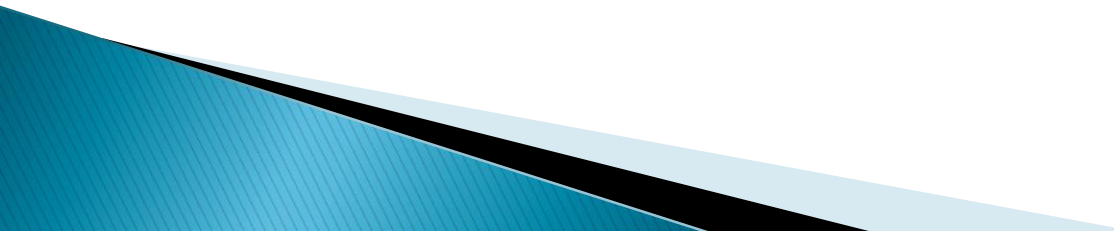
- Thank you
- Evaluation Forms

Staff Introductions



Tori Begay

Emergency Services Coordinator

- Emergency Planning
 - Prepare reports, memos, documents, etc.
 - Grant development, review, and associated reports
 - Research and draft standard operating procedures
 - Liaison with local, county, state and federal agencies
- 

Ervin Juan

EPCRA Coordinator

- ▶ Track TIER II facilities with Hazardous Substances and ensure insure information is shared with the community and public safety
- ▶ Right to know act to keep community informed about what is being held at these facilities through CTERC
- ▶ Facilitate C-TERC, represented each district and GRIC Departments, function is to review TIER II/FERP to ensure compliance
- ▶ Work closely with departments and agencies to ensure Community is kept aware and safe through education, training, and notification.
- ▶ *GRIC is only tribe to have EPCRA program in place like ours*

Judy Martinez

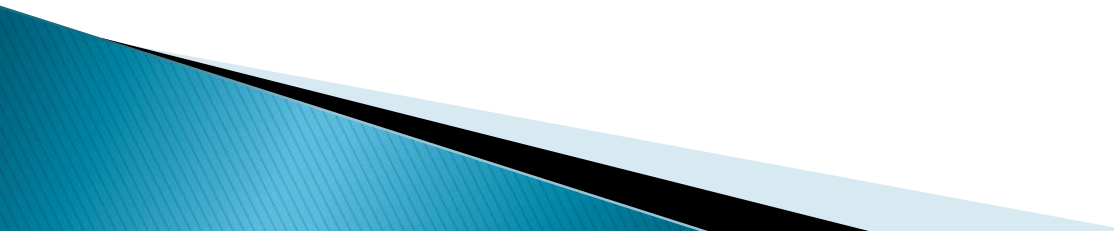
Public Health Emergency Preparedness Coordinator

Collaborate and coordinate with Gila River Districts, Departments, and Programs to:

- Develop Public Health related Plans.
- Exercise Plans to improve processes/procedures.
- Manage and report on Gila River's Tribal Public Health Capabilities to the State Health Department.
- Participate in OEM activities, exercises, and response to events and emergency incidents.

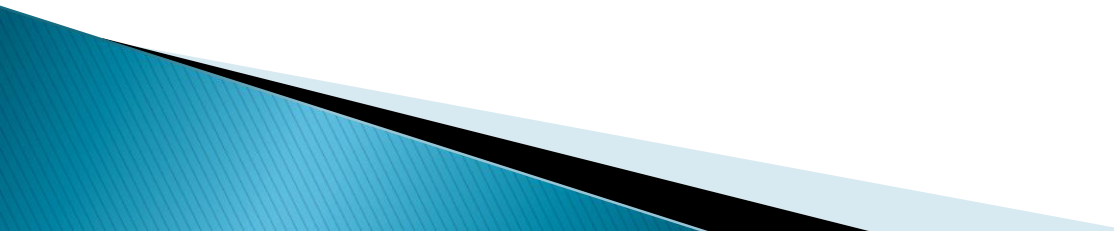
Donna Ethelbah

Administrative Assistant

- ▶ Office Manager
 - ▶ Assist in budgets
 - ▶ Responsible for purchase orders
 - ▶ Orders and procures supplies
 - ▶ Schedules meetings
- 

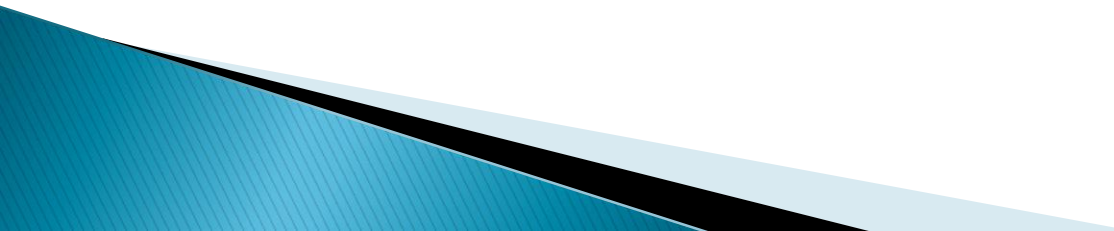
Laura Pacheco

Emergency Management Grant Specialist

- ▶ Apply Annually for Homeland Security Grants (THSG, SHSG, EMPG)
 - ▶ Manage Open & Closed Grants
 - ▶ Amendments, Budgets, Reporting, Inventory, Close Outs
- 

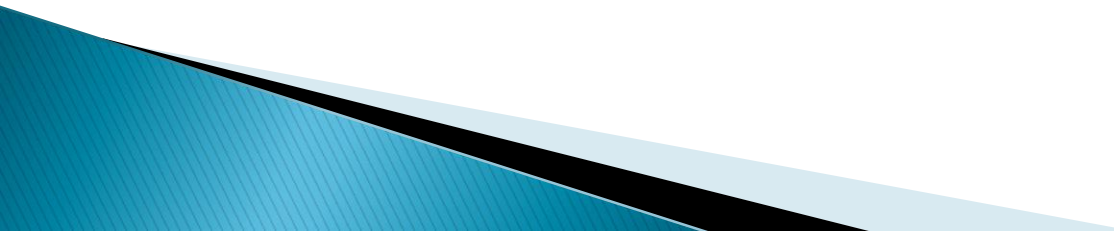
ADAM SAINZ

EMERGENCY MANAGEMENT SPECIALIST

- ▶ EMERGENCY RESPONSE PLANS
 - ▶ DEPARTMENT, PROGRAM PREPAREDNESS
 - ▶ INDIVIDUAL ASSISTANCE, RESPONSE & RECOVERY
- 

Beckilyn Gonzales

Emergency Operations Technician

- 14 years with OEM
 - Oversee the OEM Training Program
 - Individual Assistance Program
 - Damage Assessment Forms
 - Coordinate with all the Districts
 - Public Assistance Program
 - Damages to District Service Centers/Infrastructures.
 - Technical Assistance to the Districts
- 

Gila River Indian Community Office of Emergency Management Map

Loop 202

Kyrene Road

Allison Road

Willis Road

Nelson Drive

Sundust Road

Germann Road

Wild Horse
Pass
Casino

Wild Horse Pass
Boulevard/
Sundust Road
EXIT 162

I-10



McDonald's



Loves

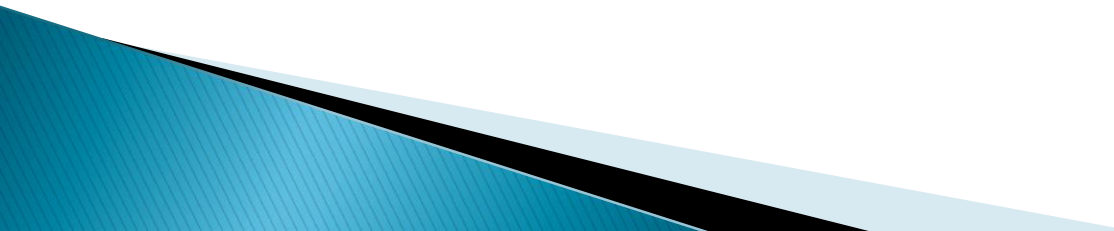


OEM



1576C S. Nelson Dr.
Chandler, AZ 85226
(520) 796-3755

Emergency Preparedness

- What is available
 - Notification of OEM
 - Activation of the EOC
 - Emergency housing – short term
 - Emergency supplies
 - Emergency repairs
 - Forms
- 

Emergency Preparedness

- ▶ **Prevention** – Actions reducing risk from human-caused incidents. This planning can help mitigate secondary/opportunistic incidents occurring after primary incident.
- ▶ **Protection** – Reduces or eliminates threat to people...property...environment. Focused on adversarial incidents, protection of critical infrastructure, key resources...vital to security, public health & safety.

Emergency Preparedness

- ▶ **Mitigation** – Activities which eliminate or reduce probability of disaster occurring. Includes long-term activities which lessen undesirable effects of unavoidable hazards.
- ▶ **Preparedness** – Serve to develop response capabilities needed in the event of an emergency. Planning and training are activities of preparedness.



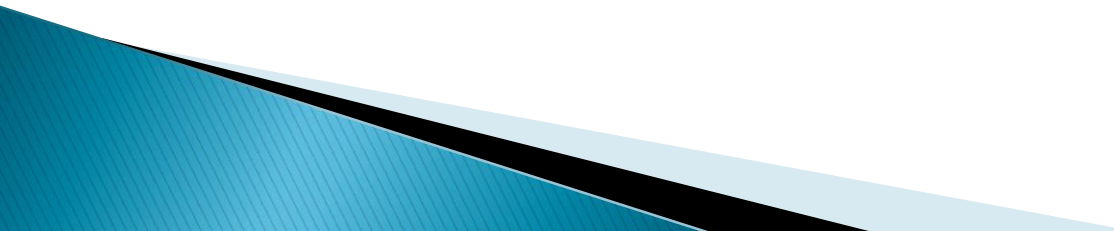
Emergency Preparedness

- **Response** – Provision of emergency services during crisis. Help reduce casualties & damage, speed recovery. Includes evacuation, rescue, and similar operations.
- **Recovery** – Short-term and long-term process.

Short-term operations restore vital services to district & provide for basic needs of community members, staff and visitors.

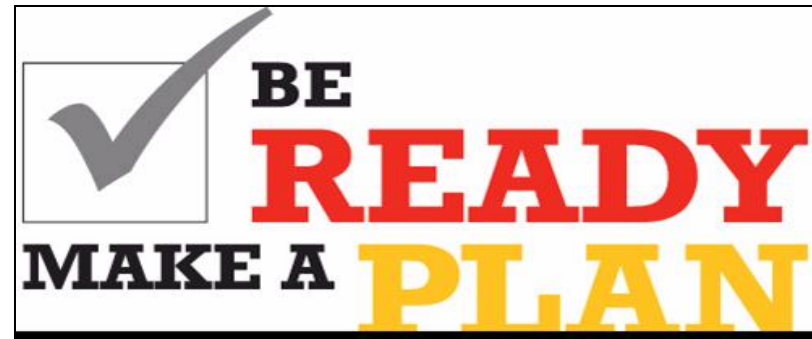
Long-term recovery focuses on restoring District to normal pre-disaster, or improved state of affairs. Also a time to institute future mitigation measures, particularly related to recent emergency.

Recent History

- ▶ D4 Head Start
 - ▶ Casa Blanca Community School
 - ▶ Gila River Crossing
 - ▶ Suicides/suicide attempts
 - ▶ Hundreds of homes impacted in recent years
 - ▶ Multiple district facilities impacted
 - ▶ Roadway flooding
 - ▶ Water/electrical outages
- 

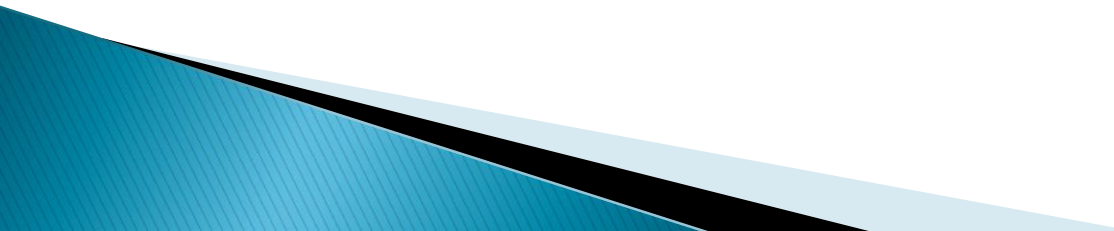
Keys to Preparedness

- ▶ Preparation
 - Active process, need is there
- ▶ Training
 - NIMS Training
 - Staff education
 - Exercising the Plan
- ▶ Part of everyday activities
 - Staff meetings
 - Safety meetings
 - District exercises
- ▶ Having a Plan
 - Know the plan, it provides the foundation
 - Empower staff to do what is needed



District Emergency Operations Plan

DEOP

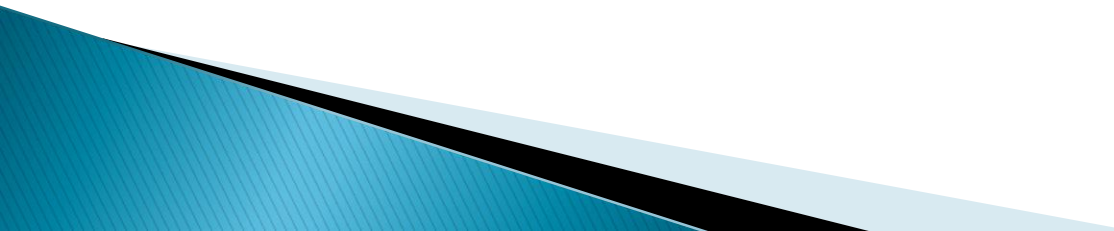
- ▶ Have recently worked on several emergency plans
 - ▶ Attempting to have similar layout
 - ▶ Consistency is key across GRIC departments, programs, enterprises
 - ▶ Plan will be submitted to CSD leadership for review and final draft
- 

DEOP Standards

- ▶ **Template**
 - Provides consistency
 - Public Safety awareness
- ▶ **Succession Planning**
- ▶ **Delegation of Authority**
- ▶ **Documentation of planning activities**
 - Annual memorandum
 - 3 year life cycle of plans



Current Best Practices & Current Event Issues

- ▶ Education of the public
 - ▶ Bomb threat protocol – recent bomb scares
 - ▶ Infectious diseases
 - ▶ Active Assailant
 - ▶ Recovery and/or Continuity of Operations Plan (COOP)
- 



The Plan (DEOP)

- **Plan components**
 - Emergency Procedures
 - Appendices
 - Annual review and documentation
 - Inclusion of COOP overview

Emergency Procedures

- ▶ Active Assailant (Avoid Deny Defend)
- ▶ Animals
- ▶ Assaults/Fights
- ▶ Bomb Threat
- ▶ Bomb Threat Checklist
- ▶ Van Incident
- ▶ Evacuation Checklist
- ▶ Fire
- ▶ Gas Leak
- ▶ General Emergency & Staff Responsibilities
- ▶ Hazardous Materials Event
- ▶ Intruder/Hostage
- ▶ Lockdown/Shelter-In-Place
- ▶ Media



Emergency Procedures



- Radiological Event
- Resource Inventory
- Reverse Evacuation
- Serious Injury/Death
- Sheltering Procedures
- Student Unrest
- Suicide
- Terrorist Event
- Update Report
- Weapons
- Weather
- **District Specific Procedures?**

Annexes

- ▶ COOP
- ▶ First Aid Sign
- ▶ Instructions for Preliminary Damage Assessment
- ▶ Pandemic Influenza and Disease Response
- ▶ Public Information Release
- ▶ Rapid Damage Assessment
- ▶ Search and Rescue Team
- ▶ Staff Skills Survey and Inventory



Adoption, Maintenance, Updates

- ▶ Form a planning team/safety team
- ▶ Make it a year long process
- ▶ Prepare your district
- ▶ Practice and test your plan
- ▶ Make changes to your plan



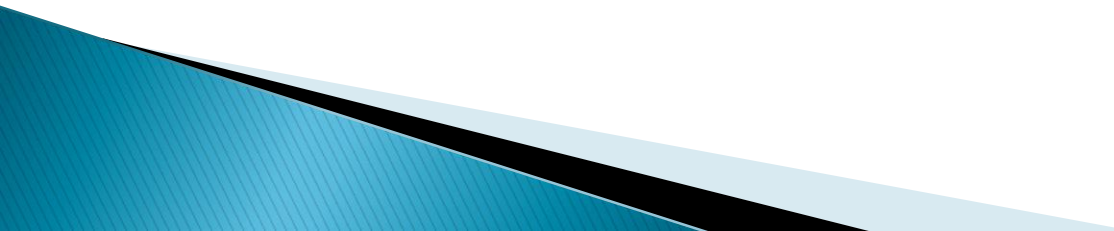
DREAP Review

- ▶ Disaster Relief and Emergency Assistance Plan

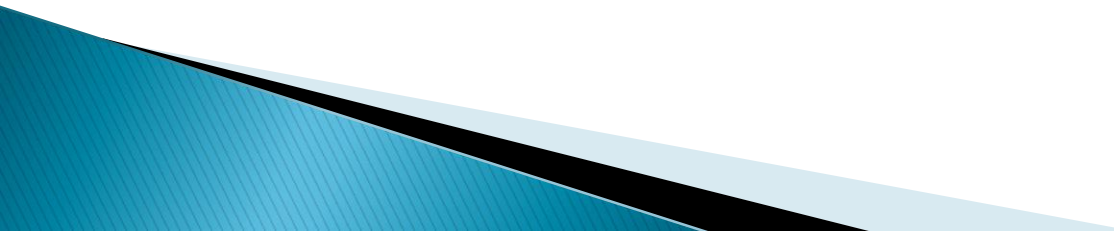
Emergencies / Disasters

- ▶ Determined by Governor's Declaration and/or significant emergency as determined by OEM
- ▶ Includes;
 - Fire
 - Flood
 - Wind
 - Disaster
 - Etc.

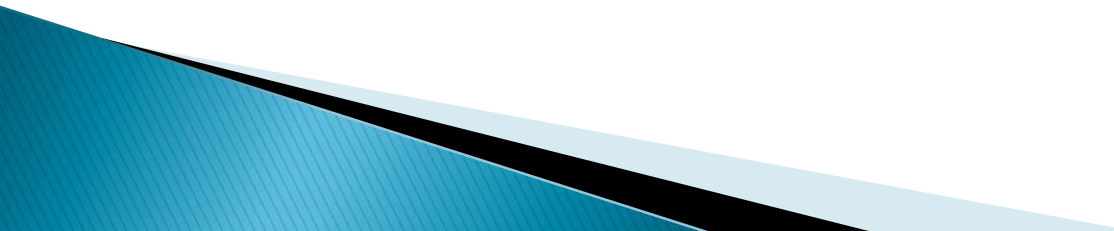
Damage Reports Required

- ▶ Rapid Damage Assessment
 - Conducted by Districts
 - ▶ Preliminary Damage Assessment (PDA)
 - Conducted by Districts
 - ▶ Scope of Work Report
 - Conducted by Districts
 - Evaluated by OEM
 - Determines work to be completed and supports budget allocation
- 

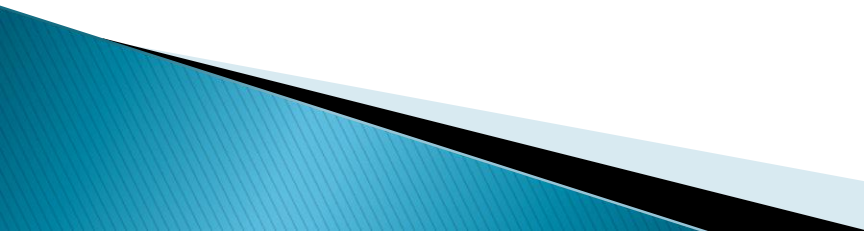
Emergency Measures

- ▶ Temporary protective measures allowed under any circumstance
 - ▶ Temporary measures are not considered permanent
 - ▶ Are meant to only prevent additional damage
- 

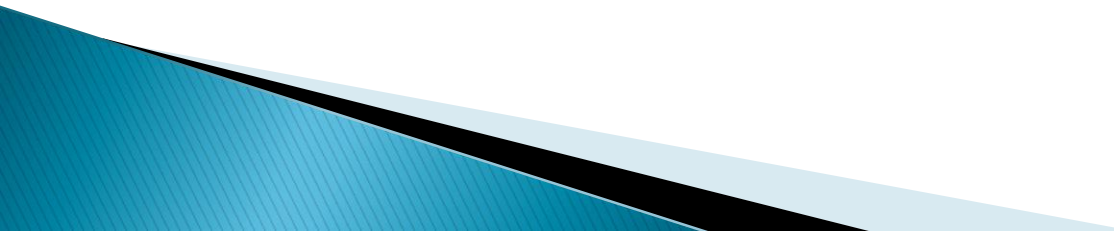
Home Insurance

- ▶ Some homes are covered by insurance through their funding source
 - ▶ Approximately 50% of all homes are not covered by insurance
 - ▶ A small number of homes are covered by private insurance
- 

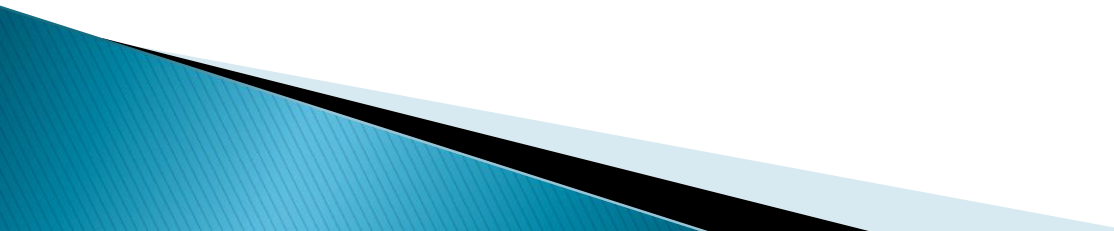
Insured Homes

- ▶ Are to be processed by funding type
 - ▶ Are not eligible for assistance from DREAP funds for repairs
 - ▶ Emergency measures will be supported by OEM if needed
 - ▶ Emergency measures available through Insurance
 - ▶ Requires claim to be submitted
 - ▶ Insurance to dispatch adjuster to approve claim/scope of work
 - ▶ Contractors solicited for work by program
 - ▶ Contractors scheduled for work by program
- 

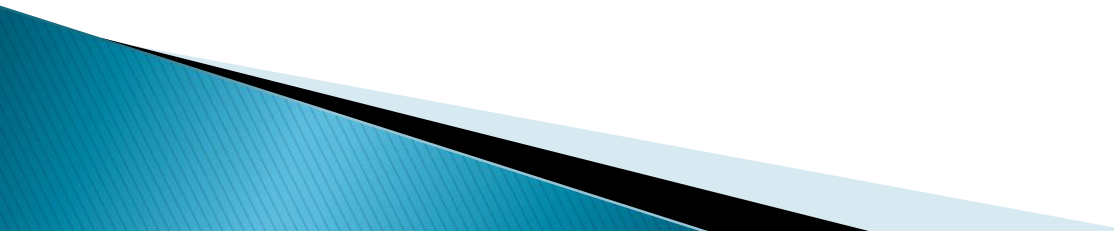
Uninsured Homes

- ▶ Approved costs covered by DREAP
 - ▶ Eligible for owners only, not for renters
 - ▶ Must not be substandard home as determined by Building Inspector or documented by Districts
 - ▶ Does not cover pre-existing conditions
 - ▶ Does not cover preventative maintenance issues
- 

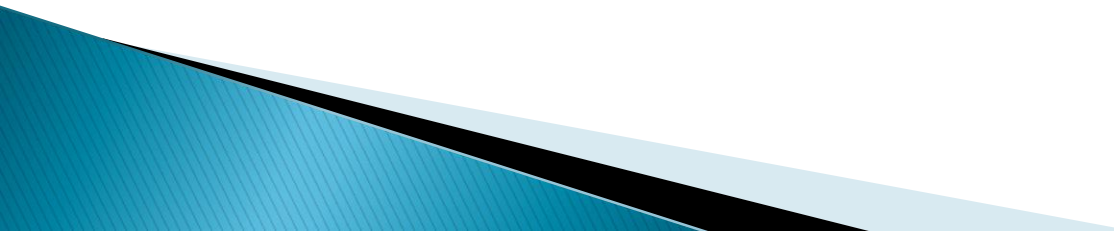
Homeowner Responsibility

- ▶ Report Damages within 45 days to District
 - ▶ Follow up with information requested
 - ▶ Homeowner responsibility to make contact for needs
 - ▶ Complete all paperwork
 - ▶ Allow access to home for repairs
- 

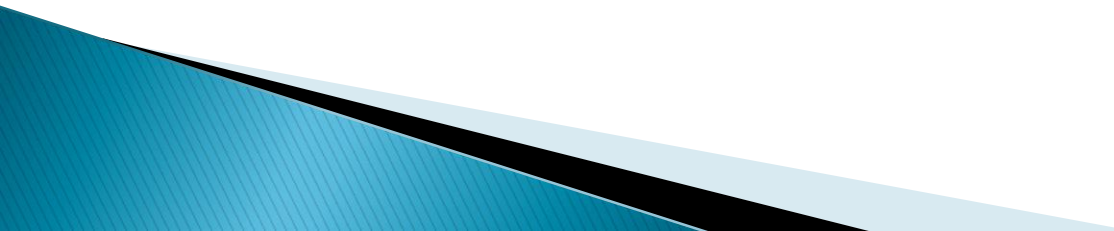
District Responsibility

- ▶ Provide PDA to OEM
 - ▶ Provide Scope of Work
 - ▶ Prioritize Projects
 - ▶ Determine ability to respond/repair
 - ▶ Conduct Site Visits
 - ▶ Determine if Insured/Non-insured
 - ▶ Request additional assistance as required
- 

OEM Responsibility

- ▶ Coordinate Resources
 - ▶ Order Supplies / Materials
 - ▶ Establish Files
 - ▶ Secure Funding
 - ▶ Secure Contractors as Requested
 - ▶ Request Information From Districts
- 

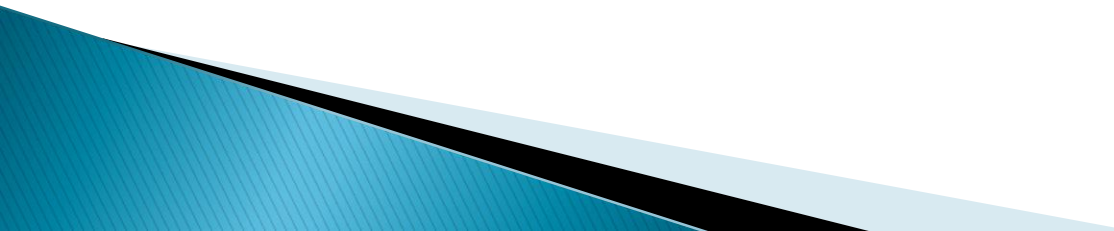
After the Storm

- Files created for each project
 - Costs documented
 - Scope of work reviewed and compared to actual work completed
 - Internal audit completed of costs
 - Confirmation of work completed
- 

Communication Discussion

- ▶ What are the components of communication
 - Internal
 - External

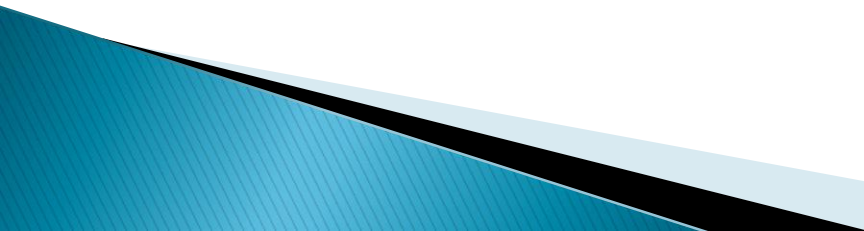
Communication

- ▶ Who is responsible?
 - ▶ What can be stated?
 - ▶ When does information need to go out
 - ▶ Where does it go?
 - ▶ Are there protocols?
- 

Crisis Communication

Notice Type: Informational

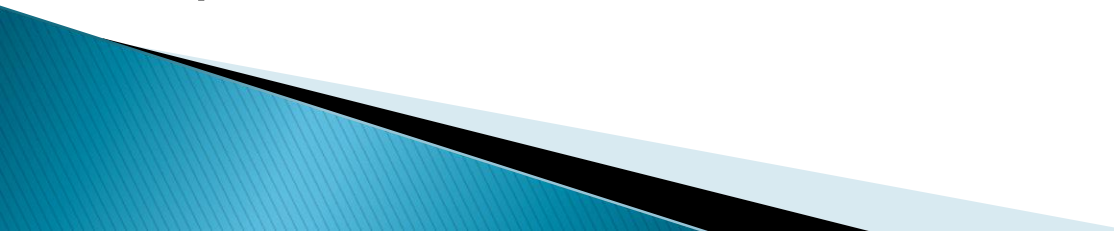
Lead: Impacted Department

- ▶ Informational communication is a general notice of activity, emergency or situation where only awareness level is needed.
 - ▶ Incidents are generally managed by the responding department.
 - ▶ The distribution list or target audience is based on general distribution lists as part of a department's standard operating guideline.
- 

Crisis Communication

Notice Type: Notification

Lead: Lead Department

- ▶ “Notification” level events are prearranged directives for providing information to key staff and departments.
 - ▶ Some of these types of events may have the potential of requiring action of the stakeholders contacted or
 - ▶ Activation at some level of the EOC or need to provide communication.
- 

Crisis Communication

**Notification Type: Activity Required/
Activation of EOC**

Lead: Lead Department/OEM

- ▶ This emergency communication requires other forms of communication due to the action orientated tasks associated with the emergency or disaster.

Crisis Communication

Notification Type: Public Information

Lead: CPAO/Assigned PIO

- ▶ **For certain instances, there is a need to inform the general public about a situation or emergency. This is led by the assigned PIO.**

Communication Chain for Emergency Communication

Communication Chain for Emergency Communication	
Governor / Lt. Governor CPAO Office Community Manager/CPAO/OEM Division Managers/CPAO/OEM Department Directors/CPAO/OEM	<ul style="list-style-type: none">○ When contacted with information a decision must be made to move the information up the chain.○ Until CPAO assumes the PIO role, OEM (during activations/declarations) will be charged with making contact with officials.○ Upon assumption of the PIO, CPAO assumes responsibility for providing updates on the behalf of GRIC or the EOC.○ Additional staff/officials to be added to the distribution of information as determined by the PIO/EOC Manager/CPAO.○ Contact with elected officials (Community Council) to be coordinated through CPAO unless other arrangements have been determined.○ Each Department will remain responsible for their own communication needs unless assistance has been requested.

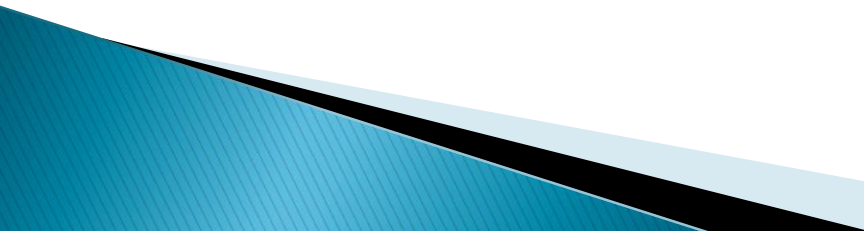
Potential Impacts to Assistance

- ▶ Not covered
- ▶ Includes lack of preventative maintenance
- ▶ Improper installation
- ▶ Obvious previous damage
- ▶ Old, degraded shingles
- ▶ Rotten wood, plywood
- ▶ Etc.
- ▶ Not built to code
- ▶ Homeowner additions
- ▶ Shacks
- ▶ Homes meant to be leveled
- ▶ Homes previously damaged to the point they were considered destroyed
- ▶ Dilapidated buildings

Pre-Existing

Sub-Standard Homes

Insurance Role

- ▶ Requires notification of appropriate program by District
 - Name/Address
 - ▶ Based on PDA
 - ▶ They schedule adjuster/work
 - ▶ Follow up needed by District/Program
 - District to keep OEM informed
 - ▶ Deductible required
 - ▶ Personal insurance = Only emergency measures available by OEM
- 

OEM Role

- ▶ Support activities out in the field
- ▶ Provides for emergency purchases
- ▶ Documents incident and creates reports & updates
- ▶ Follow DREAP
 - Refusal protocol
 - Emergency, temporary and short term housing
 - Process for repairs

District Role

- ▶ Incident Command – you are in charge of your District
- ▶ Documentation
- ▶ Follow up with customers/maintain contact
- ▶ Schedules work by crews
- ▶ Quality assurance
- ▶ SOW/PDA
- ▶ Contractor contact
- ▶ Communicate on a daily basis with all x 2

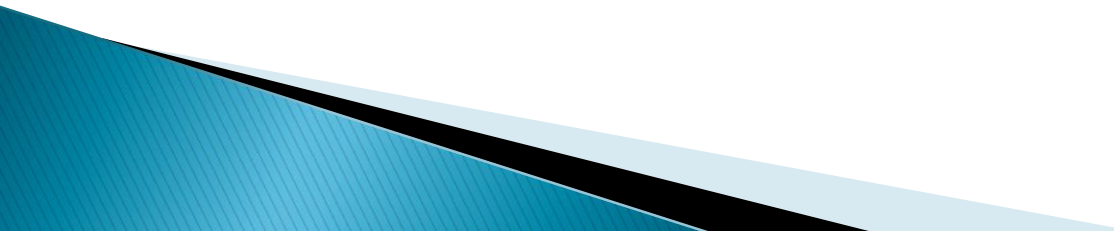
District Repair Work

- ▶ Protective in nature
- ▶ Temporary
- ▶ No documentation needed
- ▶ Supplies to be on hand
- ▶ Conducted immediately
- ▶ Homeowner approval
- ▶ Permanent
- ▶ Requires:
 - Scope of work (SOW)
 - Project Estimation
 - Timelines
 - All forms to be completed
 - Homeowner approval

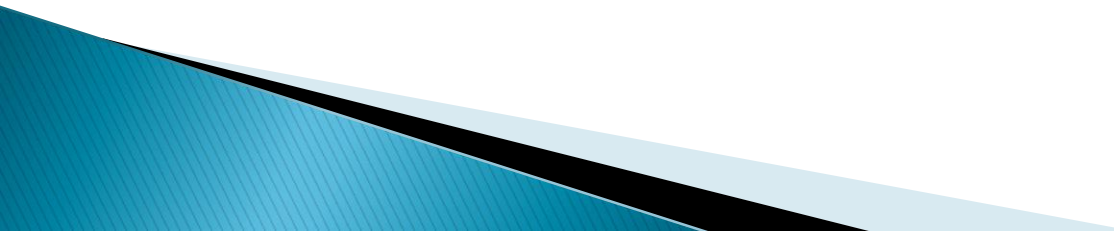
Emergency Measures

Permanent Repairs

Why the Process

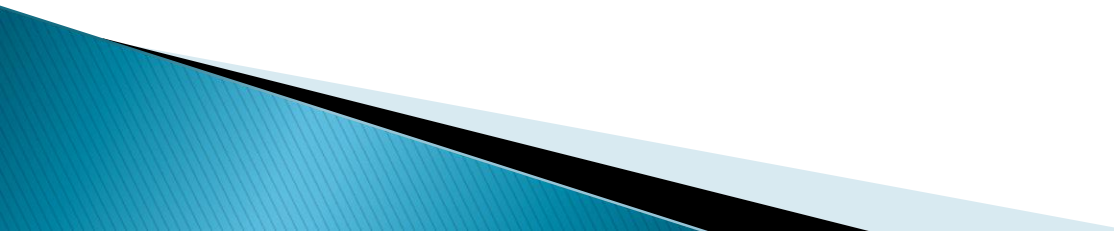
- ▶ Documents activity/expenses
 - ▶ Provides information to decision makers
 - ▶ Returns families back to normalcy quickly
 - ▶ Identifies unmet needs in the community
 - ▶ Coordinates resources
- 

OEM Matrix

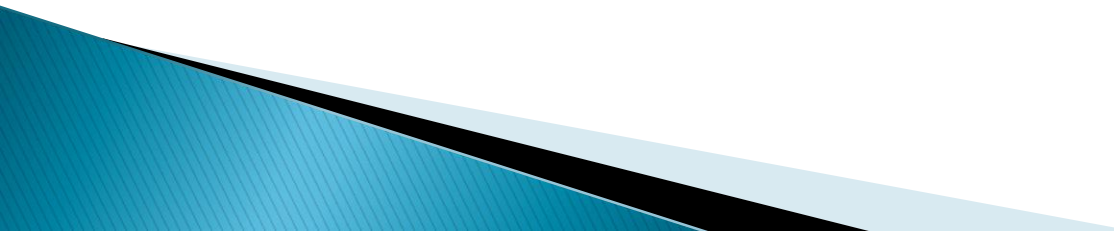
- ▶ # Homes
 - ▶ # Driveways/Roads
 - ▶ # Septic Systems
 - ▶ Minor – Major – Destroyed
 - ▶ Name Head of Household
 - ▶ Address
 - ▶ Insurance Status
- 

Preliminary Damage Assessments

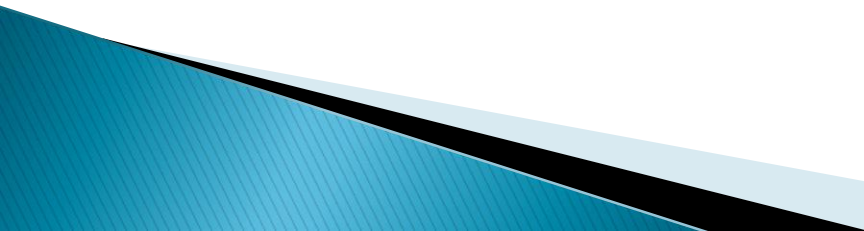
– PDA's

- ▶ Rapid assessment of what is going on in District
 - ▶ Paints picture of the District
 - ▶ Initiates documentation
 - ▶ Prioritizes work
 - ▶ Less than 24 hours
- 

Communication

- ▶ At least daily x 2
 - ▶ Daily updates to matrix
 - ▶ Delegation of authority at all times
- 

Typical Issues

- ▶ Matrix documentation – updates/corrections
 - ▶ Displaced family
 - ▶ Pre-existing/lack of preventative maint.
 - ▶ Regular updates
 - ▶ Lack of information/response to inquiries
 - ▶ Timelines/action plans
 - ▶ Hotel placement
 - ▶ Food
 - ▶ Overtime vs normal payroll
 - ▶ Emergency purchases/supplies
 - ▶ Descriptions lacking – pictures speak a thousand words
- 

Typical Issues cont.

- ▶ EOC attendance
- ▶ Delegation of authority
- ▶ Definitions of key terms (minor, major, destroyed)
- ▶ Blanket purchase orders vs. quoted PO's
- ▶ After the Incident (ATI) reimbursement
- ▶ Return of resources
 - In working order
 - Timely
 - i.e.; 25 cots @ \$100 each
 - Districts responsible for lost/damaged resources

Damage Assessment Forms



INDIVIDUAL ASSISTANCE PROJECT MATRIX

Declaration #: _____

Incident #: _____

Prepared by: _____

Updated on: _____

District #: _____

District Contact Name: _____

Phone #: _____

Owner <small>(Last name, first name)</small>	Physical Address	Proj. # <small>(OEM)</small>	Assistance Requested Driveway (D) Sandbags (S) Emerg. Measures (E) Permanent Repairs (P)	Level of Damage Destroyed (D) Major (M) Minor (Mi) Affected(A)	Status Scheduled(S) In Progress(I) Complete(C)	Insured Yes/No	Start Date	End Date	Comments

INFORMATION PROVIDED BY DISTRICT STAFF OR DAMAGE ASSESSMENT TEAM WILL BE SUMMARIZED ON A WEEKLY BASIS BY OEM STAFF.



Rapid Damage Assessment (Public/Individual)

Reporting District/Department: _____

Prepared By: _____ Date: _____

Area Assigned: _____ Nature of Incident: _____
(District, Village, etc.) (Flood/Monsoon/Rain/Wind/Fire/Other)

Step #1: Identify any immediate Life Safety Issues pertaining to the emergency.

Life Safety Issues	# Confirmed	# Reported	Location/Area	Problem Overview
Trapped				
Injured				
Deceased				
# of homes impacted				
# People Without Homes				
Evacuation Need / Evacuation Status/Shelter Needs:				
Description of Imminent Hazards to Personnel/Facilities:				
Identification of Limits to Disaster Area After Assessment:				

Step #2: Identify and describe all Lifeline or Utilities that are currently functioning or non-functioning.

Lifeline	Functioning	Non-Functioning	Description of Problem/Location/Hazards/Needs/Limits
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	ID systems not functioning, location of outage
Gas	<input type="checkbox"/>	<input type="checkbox"/>	
Sewer	<input type="checkbox"/>	<input type="checkbox"/>	
Water	<input type="checkbox"/>	<input type="checkbox"/>	
Telephone	<input type="checkbox"/>	<input type="checkbox"/>	Cell phones, landlines, GRTI system
Transportation System/Routes	<input type="checkbox"/>	<input type="checkbox"/>	(Location, type, cause of closure, include estimated time to open; railroads)

Step #3: Identify and describe the Facility that is currently functioning or non-functioning.

Facility	Functioning	Non-Functioning	Description of Problem /Location/Needs:
Fire Station	<input type="checkbox"/>	<input type="checkbox"/>	
EMS Station	<input type="checkbox"/>	<input type="checkbox"/>	
Police Station	<input type="checkbox"/>	<input type="checkbox"/>	
Hospital/Clinic	<input type="checkbox"/>	<input type="checkbox"/>	
Shelters:	<input type="checkbox"/>	<input type="checkbox"/>	Where established/needed
Service Center	<input type="checkbox"/>	<input type="checkbox"/>	ID which District Service Center are not functioning and why
Schools	<input type="checkbox"/>	<input type="checkbox"/>	Which schools not functioning and why
MIS	<input type="checkbox"/>	<input type="checkbox"/>	Management Information Systems: Inter/Intranet, Phone, Server System

PROJECT WORKSHEET

Homeowner Release

Head of Household Name: _____

Physical Location: _____

(Owner/Occupant to Initial each box that applies)

____ I am the legal owner/occupant of the dwelling identified on this project worksheet.

____ I give permission for the District/Office of Emergency Management/Insurance representative to evaluate my dwelling identified on this project worksheet for needed emergency work and/or permanent work. This does not imply all items identified will be repaired or mitigated.

I understand that any work being completed will need to be approved and in accordance with emergency procedures under the direction or coordination of the District and/or the Office of Emergency Management, which includes the Insurance process. The work and activities will be identified in the scope of work and be conducted in good faith by the contractors, employees, insurance contractors, or others acting under the coordination by the District, Insurance and/or the Office of Emergency Management.

____ I request the District and/or the Office of Emergency Management and/or Insurance representative to purchase materials listed on the Project Worksheet and I will complete the repairs.
(District Staff to follow-up to ensure repairs were completed)

____ I decline emergency assistance under programs managed or coordinated by the Office of Emergency Management. Declining assistance (such as repair work or emergency housing) will stop any further assistance as a result of this incident.

Head of Household Designee

Date

Homeowner

Date

District Representative

Date

PROJECT WORKSHEET

Individual Assistance Damage Description/Scope of Work

Declaration#: _____ Project#: _____ District: _____ G.R.I.D#: _____

NOTE: Steps 1 and 2 must be provided by homeowner

1) Individual Information:

- A. Head of Household Name: _____
B. Property Owner: Yes No
C. Mailing Address: _____
D. Phone Number: _____ Home Work Message
E. Physical Location: _____
F. Rental Unit: Yes No (Rentals not covered in permanent work)

2) Dwelling Information:

- A. Total Number in Household: _____ Age 0-10: _____ Age 17-55: _____ Age 55+: _____
B. Type of Dwelling: Frame Mobile Home Stucco / Mud Sandwich House Masonry/Block
 Other Describe: _____
C. Number of Bedrooms: 1 2 3 4 or More
D. Insurance: Yes No Type: _____

NOTE: Steps 3 and 4 must be completed by District

3. Damage Assessment:

- A. Extent of Damage: Minor (Below \$2500.00) Major (Over \$2500.00) Destroyed (Over 50% Damaged)
 Affected, minimal damage to structure (Requests for sandbags, evaluation, etc.)
B. Does the family need temporary or emergency shelter / housing? Yes (If yes, who is providing shelter?) No
Describe: _____
C. Does the family have any special needs such as medicine, transportation, etc.? Yes No
Describe: _____
D. Can emergency / temporary repairs be done within 3 days? Yes No
If so, who will be doing the repairs? _____
E. Cause of Damage: Wind Rain Fall Flood / Flash Flood Explosion Fire
 Other Describe: _____
F. Damage to: Roof Ceiling Windows Doors Walls
 Floors Water Supply Sewer/Septic System Appliances Electrical System
 Personal Effects* Furnishings*
 Property/Driveway Describe: _____ Utilities Describe: _____
 Other Describe: _____ **(Please provide/attach pictures)**

*These are not reimbursable by DREAP funding

4) Approval and Necessary Forms (Official Use Only)

- A. Is Individual Assistance Approved? Yes No
District Official: _____ Date: _____
Insurance Official: _____ Date: _____
OEM Official: _____ Date: _____
B. Is Homeowner Release completed/on file? Yes No (Required prior to beginning work, on page 1)
C. Is the home categorized as substandard by any GRIC entity? Yes No

PROJECT WORKSHEET

Individual Assistance Damage Description / Scope of Work

Prepared By: _____ Date: _____

Address of Assessment: _____ District: _____

_____ I have read and/or been advised of the Initial Damage Description / Scope of Work and give permission for work to progress according to the scope of work including the removal of all debris and waste material resulting from the damage and any repair work. (Owner / Occupant to Initial)

Emergency Measures – Quantity Needed/Provided	
Sandbags	
Roof Protection	
Window/ Door Protection	
Flood Waters Drainage/Removal	
Road/Driveway	
Misc./Other Areas	

Circle if Impacted	Damage Description (Size, Square Footage, Location)	Scope of Work / Needs (REQUIRED if circled)
Property/Land		
Debris Driveway Fence	Drainage Roads	
Utilities		
Electrical	Sewer/Septic Gas/Propane	
Exterior		
Walls Windows Doors	Roof Carport/Garage AC Unit	

Circle if Impacted		Damage Description (Size, Square Footage, Location)	Scope of Work / Needs (REQUIRED if circled)
Kitchen			
Floor Ceiling Walls	Doors Furniture Belongings		
Appliances			
Range Dryer	Washing Machine Water Heater Dishwasher		
Living Room			
Floor Ceiling Walls	Doors Furniture Belongings		
Dining Room			
Floor Ceiling Walls	Doors Furniture Belongings		
Bedroom 1			
Floor Ceiling Walls	Doors Furniture Belongings		
Bedroom 2			
Floor Ceiling Walls	Doors Furniture Belongings		
Bedroom 3			
Floor Ceiling Walls	Doors Furniture Belongings		
Bedroom 4			
Floor Ceiling Walls	Doors Furniture Belongings		
Bath 1			
Floor Ceiling Walls	Doors Furniture Belongings		
Bath 2			
Floor Ceiling Walls	Doors Furniture Belongings		

(PLEASE USE ADDITIONAL SHEETS FOR ANY ADDITIONAL BEDROOMS AND BATH)

Questions

Thank You!