

FACILITY WATER PREPAREDNESS WALKTHROUGH

A self-guided Quick Dam planning tool for property and facility managers

Facility / Campus:		Date:	
Property Manager / Lead:		Phone / Email:	
Facility Type:		# Buildings / Floors:	
Prior Water Loss?	☐ Yes ☐ No	24/7 Operation?	☐ Yes ☐ No

How to use this tool

- Walk the property outside-in, then review interior leak sources, critical assets, wet-floor exposure, and supply storage.
- For each location, assign a 1-5 risk rating and note what is already on hand versus what should be added.
- Record measurements or a photo reference only where useful (for example: door width, drain size, or storage location).
- Finish with the Inventory Plan to turn your notes into a practical list of products, quantities, and storage points.

Risk rating	1 Low	2 Watch	3 Moderate	4 High	5 Critical
Use 1-5	No known issue	Possible issue	Known issue	Frequent issue	Action needed now

1. Exterior & Site Water Entry Points

Area to inspect	What to look for	Risk 1-5	Supplies / inventory needed	Notes / measurements / photo ref.
Main public entrances / vestibules	Wind-driven rain, saturated mats, low thresholds, ADA ramps directing water inward, slippery tile	—	Have: ☐ Need: ☐ Qty: _____	
Secondary doors / staff entrances / emergency exits	Unmonitored doors, poor seals, exterior grading, water migration into corridors	—	Have: ☐ Need: ☐ Qty: _____	
Loading docks / receiving / roll-up doors	Depressed dock wells, clogged drains, overhead-door seepage, product damage, slip hazards	—	Have: ☐ Need: ☐ Qty: _____	
Ambulance bays / patient drop-off / valet	Continuous access requirement, canopy runoff, curb cuts, wet walking surfaces	—	Have: ☐ Need: ☐ Qty: _____	
Parking garages / ramps / pedestrian doors	Ramp flooding, stairwell water tracking, elevator pit flooding, icy/slippery surfaces	—	Have: ☐ Need: ☐ Qty: _____	
Site drains / catch basins / trench drains / culverts	Debris, undersized capacity, unknown ownership, maintenance gaps	—	Have: ☐ Need: ☐ Qty: _____	
Low spots around building perimeter	Ponding against walls, basement window wells, foundation seepage	—	Have: ☐ Need: ☐ Qty: _____	
Roof drainage / scuppers / overflow drains	Clogs, ice, construction debris, interior roof leaks, water overflows	—	Have: ☐ Need: ☐ Qty: _____	
At this location: What could staff reach and deploy within 3-5 minutes? Note the item, quantity, and storage point above.				

2. Interior Leak Sources & Water Migration Paths

Area to inspect	What to look for	Risk 1-5	Supplies / inventory needed	Notes / measurements / photo ref.
Domestic water piping / valves / supply lines	Pinhole leaks, failed fittings, aging valves, lack of zone shutoff maps	—	Have: ☐ Need: ☐ Qty: _____	
Restrooms / public toilets / staff toilets	Overflows, clogged toilets, sink leaks, floor drains, after-hours response	—	Have: ☐ Need: ☐ Qty: _____	
Janitorial closets / mop sinks	Overflowing mop sinks, chemical storage, supply access, water source proximity	—	Have: ☐ Need: ☐ Qty: _____	
Housekeeping areas / linen rooms / carts	Wet linens, wet floors, cart access, floor drain condition, response supplies	—	Have: ☐ Need: ☐ Qty: _____	
Nurses stations / patient care support areas	Immediate containment needs, patient safety, nearby supply storage	—	Have: ☐ Need: ☐ Qty: _____	
Kitchens / food service / dishwashing / ice machines	Grease drains, leaks, ice melt, slip/fall risk, high traffic	—	Have: ☐ Need: ☐ Qty: _____	
Mechanical rooms / boilers / chillers / pumps	Condensate, chilled water, sump failure, drain backups, pipe leaks	—	Have: ☐ Need: ☐ Qty: _____	
Sprinkler riser rooms / fire suppression piping	Valve locations, accidental activation, freeze risk, corrosion leaks	—	Have: ☐ Need: ☐ Qty: _____	
Elevators / elevator lobbies / pits	Water migration, pit flooding, service interruption, slip risk	—	Have: ☐ Need: ☐ Qty: _____	

At this location: What could staff reach and deploy within 3-5 minutes? Note the item, quantity, and storage point above.

3. Critical Asset Protection

Area to inspect	What to look for	Risk 1-5	Supplies / inventory needed	Notes / measurements / photo ref.
Electrical rooms / switchgear / panels	Water pathways, overhead piping, below-grade exposure, blocked access	—	Have: ☐ Need: ☐ Qty: _____	
Generator rooms / fuel systems / transfer switches	Flooded equipment, fuel contamination, access during storm events	—	Have: ☐ Need: ☐ Qty: _____	
IT / server rooms / telecom closets / security control	Overhead water lines, condensate leaks, roof leaks, lack of containment	—	Have: ☐ Need: ☐ Qty: _____	
Medical / lab / pharmacy / sterile processing	Cleanliness, critical operations, water quality, rapid shutdown limitations	—	Have: ☐ Need: ☐ Qty: _____	
Records / archives / high- value storage	Floor storage, roof leaks, basement exposure, slow discovery	—	Have: ☐ Need: ☐ Qty: _____	

At this location: What could staff reach and deploy within 3-5 minutes? Note the item, quantity, and storage point above.

4. Slip, Fall & Occupant Safety Review

Area to inspect	What to look for	Risk 1-5	Supplies / inventory needed	Notes / measurements / photo ref.
Lobbies / reception / front desk	Wet mat saturation, polished flooring, guest traffic, tracking patterns	—	Have: ☐ Need: ☐ Qty: _____	
Corridors / cross-corridors / high traffic transitions	Water migration, low spots, blind corners, wet floor sign placement	—	Have: ☐ Need: ☐ Qty: _____	
Stairwells / ramps / escalator areas	Roof leaks, snow melt, condensation, tracked water, fall exposure	—	Have: ☐ Need: ☐ Qty: _____	
Restrooms / locker rooms / showers / pools	Routine wet areas, floor slope, signage, housekeeping frequency	—	Have: ☐ Need: ☐ Qty: _____	
Cafeterias / concessions / break rooms	Spills, leaks, ice machines, sink leaks, cleaning response	—	Have: ☐ Need: ☐ Qty: _____	
At this location: What could staff reach and deploy within 3-5 minutes? Note the item, quantity, and storage point above.				

5. Preparedness Supplies & Deployment Readiness

Area to inspect	What to look for	Risk 1-5	Supplies / inventory needed	Notes / measurements / photo ref.
Janitorial closets	Do they have water containment supplies, wet floor signs, drain covers, absorbents, and instructions?	—	Have: ☐ Need: ☐ Qty: _____	
Housekeeping closets / carts	Can housekeeping respond without waiting for engineering or a manager?	—	Have: ☐ Need: ☐ Qty: _____	
Nurses stations / unit supply areas	Are small water-control supplies available on patient care floors?	—	Have: ☐ Need: ☐ Qty: _____	
Security desk / front desk / command center	Can staff direct response and access emergency supplies after hours?	—	Have: ☐ Need: ☐ Qty: _____	
Maintenance shop / engineering office	Door barriers, diversion products, pumps, wet vacs, bulk absorbents	—	Have: ☐ Need: ☐ Qty: _____	
Loading dock / receiving area	Fast deployment for dock doors and stormwater intrusion	—	Have: ☐ Need: ☐ Qty: _____	
Central warehouse / emergency operations cache	Campus-level flood kits, large barriers, pumps, PPE, signage	—	Have: ☐ Need: ☐ Qty: _____	
At this location: What could staff reach and deploy within 3-5 minutes? Note the item, quantity, and storage point above.				

BUILD YOUR INVENTORY PLAN

Use your walkthrough notes to decide what should be stored where and in what quantity.

Recommended Supply Placement Model

Avoid keeping every response item in one central location. Place supplies according to how quickly staff may need them.

Tier	Where Supplies Should Be Stored	Typical Supplies	Target Response Time
Tier 1: Immediate Access	Janitorial closets, housekeeping closets/carts, nurses stations, front/security desks, loading docks	Absorbent barriers, small flood bags, drain covers, wet floor signs, towels/squeegees, basic PPE, quick instruction card	0-5 minutes
Tier 2: Building Level	Engineering office, maintenance shop, facility manager office, building command location	Doorway barriers, larger diversion products, wet vac, pumps, extension cords, cones, bulk absorbents, floor protection	5-15 minutes
Tier 3: Campus / Enterprise	Central warehouse, emergency operations center, storm response trailer, facilities yard	Bulk barriers, large flood diversion, pump packages, backup PPE, replacement products, palletized inventory	15-30 minutes

Supply Selection Guide

Need identified	Consider supplying	Good storage locations
Water coming under doors	Water activated diversion barriers, temporary door barrier, wringable absorbents, shop vac, signage	Near affected doors, loading dock, security, engineering- wall mount, response bin or cart
Water running across floors	Water activated diversion barriers, wringable absorbents, shop vac, signage	Janitorial closets, housekeeping, high-traffic corridors- wall mount, response bin or cart
Floor drains backing up or allowing odor/water	Drain plugs or seals, pump, shop vac, signage	Mechanical rooms, restrooms, janitorial closets
Leaks from ceilings/pipes/HVAC	Leak diverters, super absorbent mats & barrier mats, water activated diversion barriers, wringable absorbents, shop vac, signage	Mechanical areas, nurses stations, housekeeping, maintenance- wall mount, response bin or cart
Slip/fall exposure from routine wet areas	Super absorbent mats & barrier mats, wet floor signs	Entrances, restrooms, kitchens, lobbies- wall mount, response bin or cart
Campus flood response	Bulk flood bags/barriers, refillable barriers, self-rising barriers, entryway guards, diversion barriers, pumps,	Emergency cache, maintenance yard, response trailer or carts

FACILITY WATER PREPAREDNESS - INVENTORY PLAN

Complete this page after the walkthrough. Keep it as your purchasing and placement worksheet.

Facility:		Prepared by:	
Date:		Planning horizon:	☐ Now cycle ☐ 30 days ☐ Budget
Priority areas:		Budget range (optional):	

Priority Findings

Priority	Location / door / room	Problem or exposure	Measurement / photo ref.	Product / action to consider
1				
2				
3				
4				
5				
6				
7				
8				

Inventory & Placement Plan

Storage location	Area served	Item / product	Qty on hand	Qty to add	Who can access?

Next-Step Checklist

- ☐ Confirm priority locations and measurements
- ☐ Choose products and quantities for each location
- ☐ Assign storage points and after-hours access
- ☐ Label or stage supplies for fast deployment
- ☐ Review inventory periodically and replace used or damaged supplies