

How To Document Your Commercial Property Before & After a Loss

Before a Loss



Inventory Assets

- List and photograph major equipment, furniture, technology, and other valuable items.
- Include serial numbers, model numbers, and purchase receipts when possible.



Take Comprehensive Photos

- Capture wide angle and close up shots of every room and major areas, including: interior offices, storage rooms, kitchens, utility spaces, exterior building, parking lot, signage, HVAC systems, roof access
- Date stamp all photos or videos, and store them securely in the cloud or off site



Store Key Documents

- Keep copies of: Lease agreements/ property deeds, insurance policies / contact information, warranties/ maintenance records

After a Loss



Inspect & Record Damage

- Take detailed photos and videos of all damaged areas and items before cleanup begins.
- Document: Structural damage (walls, ceilings, flooring, etc.) Damaged inventory (electronics & equipment) Water levels, soot, debris, mold etc.



Log Everything

- Create a list of damaged items with estimated values
- Keep all receipts for emergency repairs, temporary relocation, or restoration services



Track Communications

- Record dates and details of all communication with your insurance company
- Save emails, voicemails, and claim submission confirmations



Bonus Tip

Partner with a trusted restoration company before disaster strikes. We'll help you respond faster, document your losses accurately, and work directly with your insurer to get your business back up and running.



Need help now or want to plan ahead?

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