

Homeowner Worksheet

Storm Event Log

Complete one copy for each meaningful rain event. Photograph the same reference points whenever possible. Never enter standing water or an unsafe crawl space to fill in a field.

**IDENTIFIER** Event number: \_\_\_\_\_ Property: \_\_\_\_\_ Observer: \_\_\_\_\_

Weather and timing

| Record                     | Your notes                                                          |
|----------------------------|---------------------------------------------------------------------|
| Event date                 | Date and approximate time                                           |
| Rain began / ended         | Start and end time; note uncertainty                                |
| Prior wet weather          | Rain or snowmelt during the previous seven days                     |
| Rainfall source            | Weather station, app, gauge, or other source and reporting location |
| First water observed       | Time and whether water was rising, stable, or receding              |
| Maximum observed condition | Time and safely estimated depth                                     |
| Water no longer visible    | Time or “still present”                                             |

Where the water appeared

| Record                 | Your notes                                                    |
|------------------------|---------------------------------------------------------------|
| First visible location | Wall, vent, penetration, floor seam, drain, sump, or other    |
| Additional locations   | List in the order noticed                                     |
| Apparent direction     | From wall, rising from below, flowing across surface, unknown |
| High-water reference   | Block course, pier, pipe, liner, or fixed object              |
| Affected materials     | Insulation, wood, ductwork, wiring, stored items, equipment   |

| Record             | Your notes                        |
|--------------------|-----------------------------------|
| Photograph numbers | File names or phone photo numbers |

## Exterior observations

| Record                 | Your notes                                            |
|------------------------|-------------------------------------------------------|
| Gutters                | Normal, overflowing, damaged, or not observed         |
| Downspouts             | Connected? Approximate discharge location             |
| Ponding                | Location and approximate distance from foundation     |
| Grading / erosion      | Low areas, soil sloping inward, washout, settlement   |
| Openings               | Vents, doors, wells, penetrations, visible cracks     |
| Drain / pump discharge | Location, flow, obstruction, or recirculation concern |

## Systems and household events

| Record                  | Your notes                                                       |
|-------------------------|------------------------------------------------------------------|
| Sump behavior           | Off, cycling, continuous, overwhelmed, unknown                   |
| Power condition         | On, outage, breaker issue, unknown—do not test in wet conditions |
| Plumbing use or leak    | Laundry, fixtures, irrigation, repair, or known leak             |
| Drain / septic signs    | Slow drains, backups, odors, visible sewage, none observed       |
| Actions taken           | Calls, shutdowns from dry location, pumping, drying, barriers    |
| Professionals contacted | Name, role, arrival time, advice given                           |

## Comparison after the event

| Record                        | Your notes                                   |
|-------------------------------|----------------------------------------------|
| Most likely pathways proposed | Record each explanation without choosing yet |

| Record                                                                                                                                                                                                                                            | Your notes                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| Evidence offered                                                                                                                                                                                                                                  | What observation or test supports each explanation? |
| Unresolved questions                                                                                                                                                                                                                              | What still needs inspection or measurement?         |
| Next comparable event                                                                                                                                                                                                                             | What should be photographed or measured next time?  |
| <b>RECORDKEEPING</b> Keep this log with original photographs, estimates, license checks, contracts, permits, equipment information, warranties, and completion records. Do not alter original photo files; work from copies when marking them up. |                                                     |

Homeowner Worksheet

Water-Pathway Worksheet

Use this worksheet to separate source, transport, symptom, and evidence. Complete it before comparing permanent repair proposals.

| Record                 | Your notes                                                                |
|------------------------|---------------------------------------------------------------------------|
| Observed symptom       | Water, droplets, dampness, stain, odor, corrosion, wet insulation         |
| First location         | Exact first observed point—not merely the lowest collection point         |
| Timing                 | During rain, after rain, plumbing use, humid weather, seasonal, constant  |
| Possible source        | Roof/surface water, groundwater, plumbing, soil vapor, humid air, unknown |
| Possible transport     | Opening, soil, capillary movement, airflow, vapor diffusion, unknown      |
| Supporting evidence    | Photos, event timing, measurement, inspection, test                       |
| Contradicting evidence | What does not fit the proposed pathway?                                   |
| Proposed control       | What component addresses this pathway?                                    |
| Verification           | How and when will success be checked?                                     |
| Limitations            | What condition is explicitly not addressed?                               |

Homeowner Worksheet

Humidity and Moisture Log

Use consistent locations and equipment. This is a screening record, not a substitute for qualified diagnosis or instrument calibration.

| Record                                                                                                                                                      | Your notes                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Date / time                                                                                                                                                 | Include time zone when comparing weather records          |
| Location ID                                                                                                                                                 | Access, center, wall, duct, suspect area, comparison area |
| Air temperature                                                                                                                                             | Instrument and units                                      |
| Relative humidity                                                                                                                                           | Instrument and reading                                    |
| Material reading                                                                                                                                            | Material, meter type/mode, reading, units if provided     |
| Surface condition                                                                                                                                           | Dry, damp, droplets, stain, corrosion, unknown            |
| Recent weather                                                                                                                                              | Rain, temperature, outdoor humidity, tide if relevant     |
| Equipment status                                                                                                                                            | Dehumidifier, HVAC, sump, ventilation, fans               |
| Photo / file IDs                                                                                                                                            | Original image names                                      |
| Notes / action                                                                                                                                              | What changed and what will be checked next?               |
| <b>REVIEW RULE</b> Do not use one reading to prove a cause. Look for repeatable differences across location, weather, temperature, and equipment operation. |                                                           |

Homeowner Worksheet

Material-Condition Inventory

| Record              | Your notes                                                     |
|---------------------|----------------------------------------------------------------|
| Item / location     | Framing, insulation, duct, masonry, stored item, equipment     |
| Material            | Wood, fiberglass, foam, paper facing, metal, masonry, unknown  |
| Observed condition  | Wet, damp, stained, displaced, deteriorated, growth-like, odor |
| Water source        | Clean, storm, groundwater, sewage, unknown                     |
| Photo IDs           | Original file names                                            |
| Safety restriction  | Electrical, access, structural, contamination, other           |
| Proposed action     | Dry, clean, remove, test, monitor, specialist review           |
| Responsible party   | Contractor/trade and qualification                             |
| Completion evidence | Reading, photograph, inspection, receipt, report               |
| Unresolved question | What still must be determined?                                 |

Homeowner Worksheet

Emergency Versus Permanent Scope

| Record               | Your notes                                                 |
|----------------------|------------------------------------------------------------|
| Immediate hazard     | What must be made safe now?                                |
| Emergency removal    | Water/material work needed immediately                     |
| Drying plan          | Equipment, locations, readings, completion criterion       |
| Cause investigation  | Who will determine source and pathway?                     |
| Permanent correction | Separate proposed system and evidence                      |
| Excluded work        | Structural, pest, mold, electrical, plumbing, restoration  |
| Verification         | How will each phase be accepted?                           |
| Documents retained   | Photos, readings, invoices, estimates, permits, warranties |

**FINAL CHECK** If one proposal mixes all phases, ask the company to break out purpose, price, evidence, exclusions, and acceptance criteria for each phase.

Homeowner Worksheet

Repair-Options Matrix

| Record             | Your notes                              |
|--------------------|-----------------------------------------|
| Observed pathway   | Evidence and uncertainty                |
| Proposed component | What it controls                        |
| Prerequisite       | Work required first                     |
| Failure mode       | Power, clog, puncture, backup, overflow |
| Maintenance        | Owner and contractor tasks              |
| Verification       | Test and future-event check             |
| Exclusions         | Conditions not addressed                |
| Price / lifespan   | Installed cost and expected renewal     |



Homeowner Worksheet

Encapsulation Specification Sheet

| Record                  | Your notes                           |
|-------------------------|--------------------------------------|
| Bulk-water control      | Drainage correction before enclosure |
| Membrane                | Product, thickness, reinforcement    |
| Seams / terminations    | Overlap, tape/sealant, fastening     |
| Walls / piers           | Coverage and inspection gaps         |
| Penetrations / access   | Sealing and serviceability           |
| Humidity strategy       | Method, set point, monitoring        |
| Mechanical interactions | Combustion, ducts, electrical, radon |
| Warranty / maintenance  | Exclusions and required service      |

Homeowner Worksheet

Drainage and Sump Specification Sheet

| Record                   | Your notes                                   |
|--------------------------|----------------------------------------------|
| Drain collection         | Route, elevation, filter, cleanouts          |
| Pit / cover              | Size, seal, sediment control                 |
| Primary pump             | Model and performance at design head         |
| Backup                   | Second pump and/or power duration            |
| Controls / alarm         | Type, test, notification                     |
| Check valve / piping     | Size, access, service                        |
| Discharge                | Legal destination and return-flow prevention |
| Acceptance / maintenance | Tests, schedule, manuals, records            |

**COMPARISON RULE** Use the same worksheets for every proposal. A lower price may omit a pathway, prerequisite, backup, or acceptance test; a higher price may include components without a demonstrated job.

Homeowner Worksheet

Contractor-Visit Record

| Record               | Your notes                                         |
|----------------------|----------------------------------------------------|
| Company / visitor    | Legal entity, salesperson, date, arrival/departure |
| Evidence provided    | Packet version and files                           |
| Inspection performed | Areas, tests, photographs, destructive work        |
| Proposed pathway     | Explanation and supporting observation             |
| Alternative causes   | Considered or unresolved                           |
| Promises to include  | Specific statements requiring written confirmation |
| Follow-up            | Documents, tests, and responsible person           |

Homeowner Worksheet

Proposal Comparison Grid

| Record                   | Your notes                                          |
|--------------------------|-----------------------------------------------------|
| Cause / evidence         | Normalize explanation                               |
| Drainage / discharge     | Route, components, destination                      |
| Pump / backup            | Models, controls, power, alarm                      |
| Encapsulation / humidity | Specifications and monitoring                       |
| Other trades             | Electrical, plumbing, structural, pest, restoration |
| Commercial terms         | Price, payments, schedule, changes                  |
| Warranty                 | Coverage, remedy, exclusions, maintenance           |
| Acceptance               | Tests and completion evidence                       |

Homeowner Worksheet

Contractor Verification Record

| Record           | Your notes                                   |
|------------------|----------------------------------------------|
| Legal entity     | Exact licensed name                          |
| License          | Number, status, category, expiration         |
| Identity match   | Phone, address, email domain, website        |
| Contract signer  | Entity receiving payment                     |
| Insurance        | Carrier/agent, policy evidence, verification |
| Permits / trades | Responsible parties                          |
| Date rechecked   | Before signing                               |
| Limitations      | What this verification does not establish    |

Homeowner Worksheet

Pressure and Contract Pause Checklist

| Record                                                                                                                                                                                                                   | Your notes                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| Immediate hazard?                                                                                                                                                                                                        | Evidence and safe action                         |
| Expiring offer                                                                                                                                                                                                           | What changes if you wait?                        |
| Unsupported claim                                                                                                                                                                                                        | Health, mold, structure, universal solution      |
| Identity verified                                                                                                                                                                                                        | Official record saved                            |
| Scope normalized                                                                                                                                                                                                         | Comparable written detail                        |
| Cancellation                                                                                                                                                                                                             | Rule/contract/state rights reviewed              |
| Decision                                                                                                                                                                                                                 | Proceed, seek clarification, compare, or decline |
| <b>FINAL RULE</b> Do not sign until the contracting identity, technical scope, payment terms, warranty, exclusions, and acceptance test exist in writing—and you understand which conditions remain outside the project. |                                                  |

Homeowner Worksheet

Project Completion Record

| Record                | Your notes                                                        |
|-----------------------|-------------------------------------------------------------------|
| Project identity      | Property, contractor legal entity, contract date, completion date |
| Completed scope       | Original scope plus written changes and exclusions                |
| Installed components  | Locations, quantities, products, models, serial numbers           |
| Permits / inspections | Numbers, authorities, dates, results, open items                  |
| Operating tests       | Pump, alarm, backup, discharge, dehumidifier, controls            |
| Baseline readings     | Humidity, moisture readings, weather and conditions               |
| Documents received    | Invoices, manuals, warranty, photos, service contacts             |
| Deferred verification | Rain, tide, groundwater, power-loss, seasonal tests               |
| Unresolved items      | Responsible party, promised action, due date                      |

Homeowner Worksheet

Maintenance and Recurrence Log

| Record               | Your notes                                                    |
|----------------------|---------------------------------------------------------------|
| Date / conditions    | Rain, tide, temperature, power event, occupancy change        |
| Inspection performed | Access, drains, pump, alarm, backup, discharge, seams         |
| Readings             | Humidity, moisture, equipment display, independent instrument |
| Maintenance          | Filter, cleaning, battery, service, gutter/downspout work     |
| Observed recurrence  | Water location, depth, timing, odor, staining, material       |
| Evidence saved       | Photo/video filenames and original location                   |
| Notice / response    | Company contacted, date, method, response                     |
| Next action          | Monitor, service, qualified evaluation, warranty process      |