

## Personal Property Claims Checklist

Confusion is common immediately following property damage from a fire, water or other cause of loss. Get through the initial hours following a loss by referring to the checklist below.

### Be prepared:

- ~ Establish and communicate formal emergency response procedures for your family.
- ~ Maintain up-to-date duplicate financial records and property ownership records at an offsite location.
- ~ Keep current inventories of your property.
- ~ Keep a list of contacts needed in the event of an emergency.

### If a loss occurs:

- ~ Take the necessary steps to protect persons from injury.
- ~ Contact authorities (fire, police, etc.).



- ~ Contact your insurance agent. Be sure to leave your policy number and contact information, including cell phone numbers and operable land phone numbers where you can be reached.
- ~ Take steps to protect property from further



damage. This may include covering holes in the roof or walls and extracting water. Maintain receipts and records of your expenses.

- ~ Preserve the loss scene areas by preventing persons, other than public authorities and contractors performing emergency repairs, from entering.
- ~ Do not attempt to use electric devices exposed to fire, smoke or water.
- ~ If possible, take photos or video of damaged property.
- ~ Do not discard damaged property or begin repairs without prior approval from your claims representative.

### Did you Know

~ At their closest point, the Russian and U.S. borders are less than two miles apart.

~ Budweiser beer is named after a town in Czechoslovakia.

~ The can opener was invented 48 years after the can.

~ In 32 years there are about 1 billion seconds!

~ All polar bears are left handed.

~ Polar Bears can eat more than 50 lbs. of meat in one setting.

~ There are 92 known cases of nuclear bombs lost at sea.

~ Women's hearts beat faster than men's.

~ Your body is creating and killing 15 million red blood cells per second!

# Microfiber Cleaning Procedures



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## TEST

You must eliminate the possibility that the material is suede, nubuck, or a natural fiber.

## INSPECT

Note any pre-existing texture damage or heavy spills that will likely be very time consuming.

## PROTECT

The floor, that is. Regardless of the high adsorption of these materials, water can and will run off of the fabric during the extraction process.

## DRY vacuum

Gently brush and vacuum the material to remove as much skin, dander, dust, etc from the material. Microfibers will hold a surprising amount of dry soil.

## Precondition

Apply a mist of a preconditioner of appropriate strength and chemical content to remove oily

soils that have bonded to the fiber, as well as to dissolve any food or beverage spills.

## EXTRACT

While not damaged by water, a dry tool is helpful in avoiding the "run off" of cleaning solution that will otherwise begin to soak your drop cloth. Use an acidic rinse agent or clear water only so that the fabric will dry soft.

## GROOM

Use a dry terrycloth towel to absorb excess moisture and to groom the nap upright for faster drying.

## DRY

In addition to towel drying, use air flow from drying fans to speed dry.

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