

Instructions for Completing the Detailed Evaluation Form

Inspection

1. **Inspector ID:** Filled in your ID number or your name. If the jurisdiction has deputized you, they have the right to require you to use your name not an ID number. Use of your name does not minimize your liability protection.
2. **Affiliation:** This information allows the jurisdiction to keep track of the evaluations that are done by their own staff and from mutual aid resources obtained through OES. Write in your home jurisdiction if you are a part of the CALBO program, OES if you are from the private sector or the State.
3. **Inspection Date and Time:** It is very important to fill in this box. In the event of a large aftershock, the jurisdiction can rapidly review the evaluations that have been performed and determine which buildings should be re-inspected.

Building Description

4. **Building Name:** Write in the name of the building, facility, business, or onsite manager. If you cannot find the name of the building then provide the name of the business or the onsite manager. For single-family residences, note the name of the owner or tenant, or leave the line blank.
5. **Address:** Whenever possible, include the address. If you cannot find the number on the building, look at adjacent buildings to see if you can derive the actual address. In residential areas, check the curb in front of the home.
6. **Building contact/phone:** If the owner or tenant is available when you are evaluating the building, ask for a phone number. This gives the jurisdiction the ability to follow up on the repairs to the building. If an individual is reluctant to give you this information, or if no one is there, simply indicate "NOT AVAILABLE" in the space provided.
7. **Number of Stories:** This is simply to record the height of the building. The jurisdiction may use this information to place a cost estimate on the damage.
8. **Approximate "footprint area:"** The jurisdiction may use this information to estimate damage costs. The jurisdiction needs to know approximately the amount of area the building represents in order to differentiate from gross or total area.
9. **Number of residential units and Number of units not habitable:** This allows the jurisdiction to track displaced persons as well as to determine needs

for short-term sheltering. When the operation changes from response to recovery, this information helps in determining the needs for long-term sheltering or temporary housing.

10. **Type of Construction:** The type of construction is needed for two reasons: 1) to estimate the cost of the damage; and 2) for statistical information. At the rapid evaluation level, this information is very general and usually can be determined from the exterior of the building.
11. **Primary Occupancy:** This is needed for cost estimating and statistics. The actual use of the building does not necessarily have a bearing on the continued occupancy. This information is also helpful in calculating preliminary damage assessments for the Governor to proclaim a state of emergency, or the President to declare a major disaster.

Evaluation

12. **Page 1:** Document every type of hazard you find in the building, and briefly describe in the Comments column any details that are not apparent, or assumptions you made.
13. **Page2:** Provide a basic sketch of the building to indicate damaged areas and damage points. Also, using the estimated square footage as a basis, estimate the percentage of the building that is damaged. Do not include content damage.

Posting

14. The Posting section places the culmination of the evaluation in one place. Simply check the box that represents the placard you posted. If the building is posted as RESTRICTED USE, record the restrictions on continued occupancy using exactly the same wording that you put on the placard.

Further Actions

15. Make any other recommendations that you think are appropriate for public safety or follow-up evaluations.