

# Scope of Damage Documentation

## Project Information

Project Name	Sunrise Apartments Restoration
Location	1234 Maple Street, Springfield
Date of Inspection	2024-06-18
Inspector Name	Jane Smith
Reference Number	SD-24-0815

## Description of Incident

On June 16, 2024, a severe thunderstorm caused heavy wind-driven rain resulting in water ingress through several damaged windows and roof sections. Affected units reported water pooling and wall staining.

## Scope of Damage Observed

Location	Type of Damage	Estimated Area	Remarks
Unit 204 Living Room	Ceiling water staining	15 sq ft	Damp, signs of mold starting
Unit 210 Bedroom	Window frame rot	1 window	Frame soft, water penetration visible
Main Roof Section A	Shingle loss	Approx. 50 sq ft	Temporary tarp in place

## Photographic Evidence

- Photo 1: Unit 204 ceiling - water stains evident, timestamp: 10:02am
- Photo 2: Unit 210 window - frame damage, timestamp: 10:18am
- Photo 3: Main Roof - missing shingles, timestamp: 10:55am

## Recommended Actions

- Remove and replace affected drywall and insulation in Unit 204.
- Full window frame replacement in Unit 210.
- Repair and re-shingle Main Roof Section A.
- Dry-out and treat all affected areas for mold prevention.

### Prepared by:

Jane Smith  
Certified Claims Assessor  
Sunrise Restoration Team  
2024-06-18

### Important Notes:

- This document serves as an official record of observed damage and recommended repair actions.
- All information should be verified on-site prior to commencement of repairs.
- Photographic evidence should be archived with this report for potential insurance claims.
- Scope of damage may evolve if hidden conditions are uncovered during repair.

