

CREW DOCUMENTATION CHECKLIST

A one-page routine for every insurance job: before tear-off, during tear-off and before the crew leaves.

Job

Property address _____

Claim number _____ Crew lead _____

Date _____

Before tear-off

- ☐ Photos of every slope and of the whole house from each side
- ☐ Photos of existing damage the carrier already documented
- ☐ Photos of drip edge, flashing, vents and the ridge before they are removed
- ☐ Photos of the number of layers at an edge
- ☐ Notes on anything that already looks wrong, such as sagging or stains

During tear-off

- ☐ Stop and photograph any soft, rotted or damaged decking before it is replaced
- ☐ Measure the area and write down the quantity
- ☐ Take a close photo and a wide photo of each finding
- ☐ Note what slope and where along the slope each finding is
- ☐ Send the findings log to the office the same day

Quick list of findings today

Write each one down as you find it, with the photo numbers, then send the list to the office.

What and where	Quantity	Photo nos.

What and where	Quantity	Photo nos.

Before the crew leaves

- ☐ New materials are photographed where they are installed
- ☐ Receipts or delivery tickets for added materials are saved
- ☐ Any change from the original scope is written down and signed by the lead
- ☐ The log and the photos are in one place for the office

Crew lead signature _____ Date _____

Tape this to the truck dash or keep a photo on your phone. It is a routine, not legal advice, and your carrier or state may have additional requirements.