



INTERNAL FLOODING

Internal flooding is caused by the events such as broken water pipes, backed up sewer lines, clogged drains, sump pump failures, plumbing fixture failures and open water valves. Flooding not only causes significant damage to the building and contents, but can be a serious threat to individuals as well. Please follow the procedures below when discovering a flood in the building.

1. Contact Moore&Associates, Inc. Property Management who will then notify the building staff to investigate the source and assist in cleanup.
2. Avoid any electrical equipment in the affected area unless you know for sure that it has been de-energized. Live power to this equipment creates a potential electrocution threat.
3. Building personnel will assist in turning off power to the affected area or entire suite if the area cannot be isolated.
4. Begin water retention with buckets, trashcans or bins, or clean-up water with pumps, mops, rags, etc. Even if the flooding water continues, you could limit damage by stopping the spread or depth of the water.
5. Relocate files, equipment and personal belongings to a dry area.
6. If flooding is found in a basement or garage area with steadily increasing water levels, leave the area immediately and call Moore&Associates, Inc. Property Management at (301) 565-5100 to report the flooding.