

Water Mitigation Job Evidence Notebook

Map the loss. Track the work. Defend the handoff.

Unindexed photos, room readings, equipment moves, and daily work notes create disputed scope and missed invoice items.

01 INTAKE

CAPTURE ONCE. HAND OFF CLEANLY.

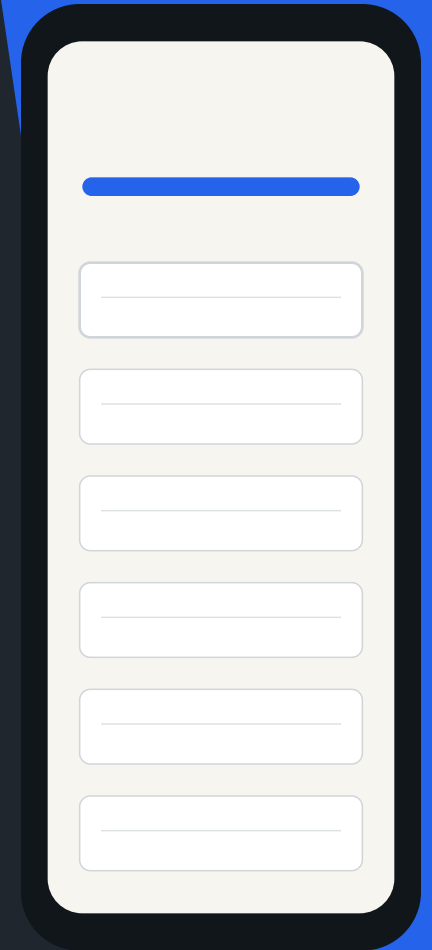
02 MAP

CAPTURE ONCE. HAND OFF CLEANLY.

03 MEASURE

CAPTURE ONCE. HAND OFF CLEANLY.

GALLERY EDITION - FREE PUBLIC NOTE



Loss Intake and Site Access

INTAKE

MAP

MEASURE

DEPLOY

PROGRESS

HANDOFF

WHEN WAS THE EVENT DISCOVERED?

WHAT IS THE REPORTED SOURCE?

IS THE SOURCE CONFIRMED STOPPED?

WHICH ROOMS SHOW VISIBLE IMPACT?

WHAT WORK OCCURRED BEFORE ARRIVAL?

WHAT CONTENTS LIMIT ACCESS?

WHO CAN APPROVE SCOPE CHANGES?

WHAT DOCUMENTATION WAS REQUESTED?

REF	QUESTION / CONDITION	IMPACT	OWNER	DUE	STATUS

Event Timeline and Affected Areas

INTAKE

MAP

MEASURE

DEPLOY

PROGRESS

HANDOFF

Event Timeline and Affected Areas

Record the source, unit, and operating condition beside every value

ROOM/POINT	MATERIAL	READING	UNIT/MODE	DATE/TIME	PHOTO REF

REFERENCE CONDITION / BASELINE

INTERPRETATION / LIMITATION

NEXT TEST / NEXT ACTION

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graph LR; INTAKE --> MAP; MAP --> MEASURE; MEASURE --> DEPLOY; DEPLOY --> PROGRESS; PROGRESS --> HANDOFF;
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PHOTO / SOURCE REFERENCES

Indexed Photo Evidence

INTAKE

MAP

MEASURE

DEPLOY

PROGRESS

HANDOFF

PHOTO / EVIDENCE 1

REF / LOCATION

OBSERVATION

PHOTO / EVIDENCE 2

REF / LOCATION

OBSERVATION

PHOTO / EVIDENCE 3

REF / LOCATION

OBSERVATION

ID	FINDING / CHANGE	IMPACT	OWNER	DUE	STATUS

EVIDENCE SUMMARY / HANDOFF TREATMENT

Moisture Map and Readings

HANDOFF

PHOTO / SOURCE REFERENCES

SKETCH / MAP / SEQUENCE

Equipment Placement and Daily Progress

INTAKE

MAP

MEASURE

DEPLOY

PROGRESS

HANDOFF

EQUIPMENT ID	TYPE	ROOM	PLACED/MOVED	STATUS

APPROVAL / SOURCE REFERENCE

UNAVAILABLE / SUBSTITUTED ITEM

RETURN / FOLLOW-UP STATUS

RESOURCE NOTES

Work Summary and Estimate Handoff

INTAKE

MAP

MEASURE

DEPLOY

PROGRESS

HANDOFF

Handoff gate

Close the record only when every exception has an owner and next step

- ☐ Affected area register is complete
- ☐ Readings include date and location
- ☐ Completed work is itemized
- ☐ Open changes are identified
- ☐ Photos match room references
- ☐ Equipment history is traceable
- ☐ Removed materials are quantified
- ☐ Estimate handoff owner is assigned

CLIENT-READY OUTCOME SUMMARY

OPEN WORK / LIMITATION / QUOTE ITEM

PRIORITY	NEXT ACTION	EVIDENCE / SOURCE	OWNER	DUE	STATUS