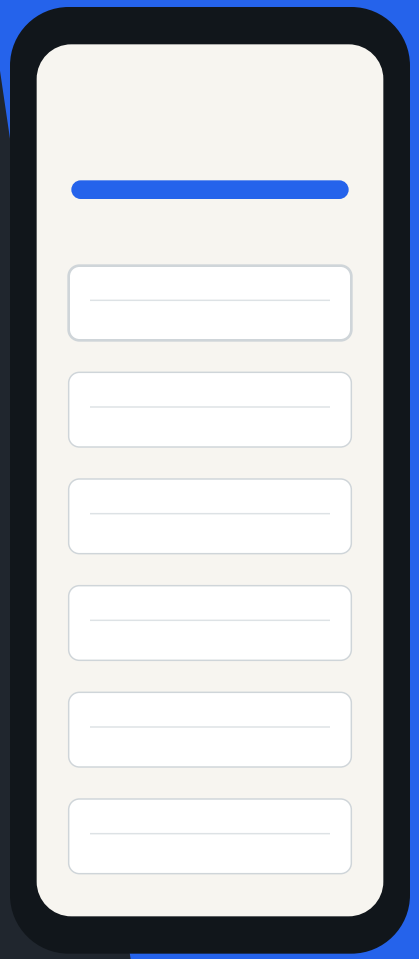
FIELD-READY IPAD NOTEBOOK

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

Duplicate the clean master before every job. Keep completed records private.

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

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

Room Sketch, Materials, and Dimensions

AREA / ASSET / DRAWING REFERENCE

PHOTO / SOURCE REFERENCES

SKETCH / MAP / SEQUENCE

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

INTAKE | MAP | MEASURE | DEPLOY | PROGRESS | HANDOFF

AREA / ASSET / DRAWING REFERENCE

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

CLIENT-READY OUTCOME SUMMARY

OPEN WORK / LIMITATION / QUOTE ITEM

PRIORITY	NEXT ACTION	EVIDENCE / SOURCE	OWNER	DUE	STATUS