

**PALM BEACH STATE COLLEGE
PRE-STORM WORK ASSIGNMENT FORM**

Name of Storm: _____ Campus: Lake Worth

Directions: Forward completed form to Director of Facilities

BLDG#	BLDG NAME	ASSIGN TO:	COMPLETED FORM RETURNED BY	DATE	TIME
HIST100	HISTORICAL BLDG				
SCB101	SCIENCE I				
PE102	GYMNASIUM				
CT103	COUNSELING AND TESTING				
PG104	GLYNN STUDENT SERVICES				
CF105	CAFETERIA				
CJB107	CRIMINAL JUSTICE 1				
FN110	FINANCE				
AD111	ADMINISTRATION				
BA112	BUSINESS ADMINISTRATION				
LL113	MANOR LLRC				
ITA114	INFORMATION TECH I				
DH115	DENTAL HEALTH SERVICES				
TL116	TECHNICAL LABS				
TC117	TECHNOLOGY CENTER				
ITB118	INFORMATION TECH II				
HU120	HUMANITIES				
CM124	CENTRAL MECHANICAL				
ETA128	EDUCATION & TRAINING A				
BK129	BOOKSTORE				
VL130	VOCATIONAL LABORATORY				
AU131	DUNCAN THEATER				
SS132	SOCIAL SCIENCE				
FC135	FACILITIES CENTRAL				
ETB138	EDUCATION & TRAINING B				
ETC148	EDUCATION & TRAINING C				
ETD158	EDUCATION & TRAINING D				
SCA201	SCIENCE 2				
FT202	FITNESS CENTER				
CN203	CONCESSION STAND				
SCE204	SECURITY BUILDING				
CS205	COLLEGEWIDE SERVICES				
CJA207	CRIMINAL JUSTICE 2				
AH208	ALLIED HEALTH				
CRA210	CLASSROOM BLDG A				
TE230	TECHNICAL EDUCATION				
FD235	FACILITIES DISTRICT				
STO275	STORAGE TRAILER				
SCD301	SCIENCE 3				
SB303	RESTROOMS/CONCESSION				

BLDG#	BLDG NAME	ASSIGN TO:	COMPLETED FORM RETURNED BY	DATE	TIME
CJC307	CRIMINAL JUSTICE 3				
OF310	OFFICE BUILDING				
DW335	WAREHOUSE				
SCC401	SCIENCE 4				
CSA402	CHEMICAL STORAGE				
CJE407	CRIMINAL JUSTICE 4				
CRB410	CLASSROOM BLDG B				
PS435	PURCHASING/PRINT SHOP				
NS501	NATURAL SCIENCE BLDG				
CJD507	CRIMINAL JUSTICE 5				
CE510	CONTINUING EDUCATION				
FAC535	FIRE ACADEMY GARAGE				
PSA536	FIRING RANGE				
CSB610	CUSTODIAL				
SITE	Grounds, Roadways & Parking Lots				
	ZONE 1 - GRAY ZONE				
	ZONE 2 - COPPER ZONE				
	ZONE 3 - ROSE ZONE				
	ZONE 4 - AQUA ZONE				
	ZONE 5 - BLUE ZONE				
Misc	Other				

Hurricane Preparedness Form 1

PALM BEACH STATE COLLEGE

PRE-STORM BUILDING CHECKLIST

Date: _____ Name of Storm: _____ Campus: LAKE WORTH

Staff Name: _____

		Initial When Completed
• Check gutters, remove obstructions from roofs	All Buildings	
• Ensure all windows are shut and latched	All Buildings	
• Secure all building doors, interior and exterior	All Buildings	
√ Secure smoke hatches & lock down roof hatches	ETA ETB ETC ETD AD LL AU TC PD IT2 SS DW	
√ Lock elevators at top floor with door closed	ETA ETD TC LL AD BA HU SS	
√ Install shutters on designated areas	ETA TL FD FC	
√ Sandbag identified areas	TC FD FC FN ETA TL AD CE Historical Bldg	

Additional Comments

SUBMIT COMPLETED CHECKLIST TO PLANT SUPERVISOR

PALM BEACH STATE COLLEGE
CAMPUS: LAKE WORTH
PRE-STORM CHECKLIST-ITEM LOCATION

Smoke/Roof Hatches

<u>Building#</u>	<u>Location</u>
1. AU131	Mechanical room and stage fly loft 2 nd floor
2. ITA118	Janitor Closet Rm#203
3. LL 113	Mechanical Rm Room#308
4. AD111	East Corner Rm#212
5. TC117	South Tower -South Stairway
6. ETA128	North Stair Tower or Elevator
7. ETB138	Mechanical Rm#108
8. ETC148	Mechanical Rm#110 and ETC Rm#112
9. ETD158	Diesel 102.4 and Material Storage Rm#107.2
10. AH208	West Stairway 2 nd floor
11. TE230	NE Mechanical 2 nd floor
12. PD201	President's Dining Rm – Mechanical Room
13. SS132	2 nd Floor – Mechanical Room
14. DW335	District Warehouse Mechanical Room

Elevators

1. ETD158	Main lobby Rm#111
2. HU120	Main lobby Rm#106
3. AD111	SE exterior Rm#213
4. LL113	<i>Internal</i> LL106.1 - <i>external</i> , south entrance to Library 1 st floor
5. TC117	Main lobby Rm#100.1
6. BA112	Exterior North Rm#116
7. ETA128	Main lobby Rm#134
8. SS132	West end of lobby

Shutters

1. ETA128	Exterior Rm# 131.2 Penthouse Rm# 301
2. TL116	North & South Exposures Rm# 302
3. FD 235	All window openings
4. FC135	All window openings

Sandbag

1. ETA128	All overhead doors
2. TC117	All main lobby doors – all floors
3. FD235	All doors
4. FC135	All doors
5. TL116	All in swinging doors – TAPE ALSO
6. AD111	All doors – both floors
7. FN110	All doors
8. CE510	South doors
9. Historical Bldg.	All doors that lead into the building – both floors

PALM BEACH STATE COLLEGE BUILDING EXTERIOR DAMAGE ASSESSMENT

Date: _____ Name of Storm: _____ Campus: _____

Do not write in shaded areas

Building/Area Name: _____

Staff Name: _____ *Electronic photo required for all damage*

Walls-Windows-Doors

- Exterior wall collapsed/destroyed ___ N ___ S ___ E ___ W
- Exterior wall damaged - N ___'x___' S ___'x___' E ___'x___' W ___'x___'
- Exterior awning damaged - N ___'x___' S ___'x___' E ___'x___' W ___'x___'
- Exterior sunscreen damaged - N ___'x___' S ___'x___' E ___'x___' W ___'x___'
- Exterior screen/fencing damaged ___'x___'
- Exterior wall mounted equipment damaged _____
- Window/Frame destroyed - N ___'x___' S ___'x___' E ___'x___' W ___'x___'
- Window/Frame broken/damaged - N ___'x___' S ___'x___' E ___'x___' W ___'x___'
- Door/Frame destroyed - N ___'x___' S ___'x___' E ___'x___' W ___'x___'
- Door/Frame broken/damaged - N ___'x___' S ___'x___' E ___'x___' W ___'x___'
- Wall-mounted exterior lights damaged N ___ S ___ E ___ W ___

Notes _____

Building Roof

- Entire roof destroyed (Flat Tar &Gravel/Flat Modified Bitumen/Sloped metal/_____)
- Roof structurally damaged _____% ___'x___'
- Roof overhang damaged - N ___'x___' S ___'x___' E ___'x___' W ___'x___'
- Metal roof fascia/gutter/dripedge destroyed - N ___'x___' S ___'x___' E ___'x___' W ___'x___'
- Metal roof fascia/gutter/dripedge damaged - N ___'x___' S ___'x___' E ___'x___' W ___'x___'
- Roof parapet wall damaged - N ___'x___' S ___'x___' E ___'x___' W ___'x___'
- Flat Tar &Gravel/ModBit roof flooded
- Flat Tar &Gravel/ModBit roof standing water ___'x___'
- Flat Tar &Gravel/ModBit roof damaged/leaking ___'x___'
- Flat Tar &Gravel/ModBit roof bubbled ___'x___'
- Sloped metal roof damaged/leaking ___'x___'
- Sloped shingle roof damaged/destroyed ___'x___'
- Sloped barrel tile roof damaged/destroyed ___'x___'
- Rooftop equipment Fans/Vents/Ductwork/HVAC damaged

Notes _____

Covered Walkway/Building Covered Overhang

- Entire walkway roof destroyed (Flat Tar &Gravel/Flat Modified Bitumen/Metal)
- Walkway roof damaged ___'x___'
- Walkway metal rf fascia/gutter/dripedge dmged N ___'x___' S ___'x___' E ___'x___' W ___'x___'
- Underside Paraline ceiling damaged ___'x___'
- Underside Stucco ceiling damaged ___'x___'
- Underside walkway lights damaged ___ lights

Notes _____

GSF _____ NSF _____

PALM BEACH STATE COLLEGE GROUNDS DAMAGE ASSESSMENT

Electronic photo required for all damage

Date: _____ Name of Storm: _____ Campus: _____

Staff Name: _____

(Circle appropriate item)

Exterior Furniture - Bleachers - Flag Pole - Playground Equipment

Damaged/Destroyed _____ Description of damage _____

Notes _____

Fence

Type _____ Length/Quantity _____ Size/Height _____

Type _____ Length/Quantity _____ Size/Height _____

Type _____ Length/Quantity _____ Size/Height _____

Notes _____

Lighting

Parking Lot Lights Damaged/Destroyed _____ Number of lights _____

Decorative Lights Damaged/Destroyed _____ Number of lights _____

Other Lights Damaged/Destroyed _____ Number of lights _____

Notes _____

Signs/Sign Post

Damaged/Destroyed Type _____ Size/Height _____ Number _____

Damaged/Destroyed Type _____ Size/Height _____ Number _____

Damaged/Destroyed Type _____ Size/Height _____ Number _____

Notes _____

Parking Lot/Roadways

Damage Description _____

Notes _____

Trees/Shrubs

Damaged/Destroyed Type _____ Size/Height _____ Number _____

Damaged/Destroyed Type _____ Size/Height _____ Number _____

Damaged/Destroyed Type _____ Size/Height _____ Number _____

Notes _____

VEHICLES/EQUIPMENT

Vehicle # - Equipment type	Damage Description

PALM BEACH STATE COLLEGE INTERIOR DAMAGE ASSESSMENT

Date: _____ Name of Storm: _____ Campus: _____ **Do not write in shaded areas**

Building/Area Name: _____ Area/Room #: _____

Staff Name: _____ *Electronic photo required for all damage*

Ceiling

- Entire ceiling collapsed/destroyed
- 2x2 lay-in ceiling tiles water damaged - N ___ S ___ E ___ W ___ Center ___ x tiles
- 2x4 lay-in ceiling tiles water damaged - N ___ S ___ E ___ W ___ Center ___ x tiles
- Drywall ceiling water damaged - N ___ S ___ E ___ W ___ Center ___ x sections
- Ceiling lights damaged ___ lights (2x4 lay-in Fluorescent/Incandescent)
- Equipment above ceiling is exposed and appears to be damaged

Notes _____

Walls-Windows-Doors

- Drywall wet/damaged ceiling down - N ___'x___' S ___'x___' E ___'x___' W ___'x___'
- Drywall wet/damaged floor up - N ___'x___' S ___'x___' E ___'x___' W ___'x___'
- Drywall wet/damaged below window - N ___'x___' S ___'x___' E ___'x___' W ___'x___'
- Window/Frame destroyed - N ___'x___' S ___'x___' E ___'x___' W ___'x___'
- Window/Frame broken/damaged - N ___'x___' S ___'x___' E ___'x___' W ___'x___'
- Door/Frame destroyed - N ___'x___' S ___'x___' E ___'x___' W ___'x___'
- Door/Frame broken/damaged - N ___'x___' S ___'x___' E ___'x___' W ___'x___'

Notes _____

Flooring

- Carpet wet/damaged at door ___'x___'
- Carpet wet/damaged below window - N ___'x___' S ___'x___' E ___'x___' W ___'x___'
- Carpet wet/damaged at room interior ___'x___'
- Vinyl tile wet/damaged - N ___'x___' S ___'x___' E ___'x___' W ___'x___'

Notes _____

Comments

Width: _____ Length: _____ Height: _____
 Offset: _____ Closet: _____ Other: _____

PALM BEACH STATE COLLEGE CONTENTS DAMAGE ASSESSMENT

Description & electronic photo of damage required

Date: _____ Name of Storm: _____ Campus: _____ **Do not write in shaded areas**

Building/Area Name: _____ Area/Room #: _____

Staff Name: _____

Item / Description	Qty	Office Use Only	
		Cost	Total
		Total	

Palm Beach State College
Building Damage
Repair/Replacement and Occupancy Assessment

Date: _____

Campus: Lake Worth

Occupancy may be denied until
 damage is repaired by an
 outside contractor

Name of Storm: _____

Bldg #	Building Name	Description of Damage	OCCUPANCY		Est. Cost
			YES	NO	
HIST100	HISTORICAL BLDG				
SCB101	SCIENCE I				
PE102	GYMNASIUM				
CT103	COUNSELING AND TESTING				
PG104	GLYNN STUDENT SERVICES				
CF105	CAFETERIA				
CJB107	CRIMINAL JUSTICE 1				
FN110	FINANCE				
AD111	ADMINISTRATION				
BA112	BUSINESS ADMINISTRATION				
LL113	MANOR LLRC				
ITA114	INFORMATION TECH I				
DH115	DENTAL HEALTH SERVICES				
TL116	TECHNICAL LABS				
TC117	TECHNOLOGY CENTER				
ITB118	INFORMATION TECH II				
HU120	HUMANITIES				
CM124	CENTRAL MECHANICAL				
ETA128	EDUCATION & TRAINING A				
BK129	BOOKSTORE				
VL130	VOCATIONAL LABORATORY				
AU131	DUNCAN THEATRE				
SS132	SOCIAL SCIENCE				
FC135	FACILITIES CENTRAL				
ETB138	EDUCATION & TRAINING B				
ETC148	EDUCATION & TRAINING C				
ETD158	EDUCATION & TRAINING D				
SCA201	SCIENCE 2				
Bldg #	Building Name	Description of Damage	OCCUPANCY		Est. Cost
			YES	NO	
FT202	FITNESS CENTER				

CN203	CONCESSION STAND				
SCE204	SECURITY BUILDING				
CS205	COLLEGEWIDE SERVICES				
CJA207	CRIMINAL JUSTICE 2				
AH208	ALLIED HEALTH				
CRA210	CLASSROOM BLDG A				
TE230	TECHNICAL EDUCATION				
FD235	FACILITIES DISTRICT				
STO276	STORAGE TRAILER				
SCD301	SCIENCE 3				
SB303	RESTROOMS/CONCESSION				
CJC307	CRIMINAL JUSTICE 3				
OF310	OFFICE BUILDING				
DW335	WAREHOUSE				
SCC401	SCIENCE 4				
CSA402	CHEMICAL STORAGE				
CJE407	CRIMINAL JUSTICE 4				
CRB410	CLASSROOM BLDG B				
PS435	PURCHASING/PRINT SHOP				
NS501	NATURAL SCIENCE BLDG				
CJD507	CRIMINAL JUSTICE 5				
CE510	CONTINUING EDUCATION				
FAC535	FIRE ACADEMY GARAGE				
PSA536	FIRING RANGE				
CSB610	CUSTODIAL SERVICES				
Grounds	Aqua Zone				
	Blue Zone				
	Copper Zone				
	Gray Zone				
	Rose Zone				
Roadways					
	Total Estimated Cost				

PALM BEACH STATE COLLEGE FACILITIES ASSIGNMENT WORK FORM

Date: _____ Campus: _____

Employee Name: _____

Name of Storm: _____

Building/Rm #	Work Completed	Materials Used	Work Order #	Hours