



Large loss, cleaning priority list

Even after a smoky fire, many items can be cleaned and delivered to your temporary address – often within hours or days. When packing and sorting, please group the highest-priority items together and use this checklist to tell the cleaners which items to focus on first. For example, if you're staying in a hotel, you won't need furnishings and cookware. However, if you've moved into an unfurnished apartment, you'll need those items as soon as possible.

Rest assured that all cleanable items will be ready by the time you move back home. This list is a tool for you to tell the cleaners what to do *first* so that we can accommodate your immediate needs. Unchecked items will be safely stored and delivered to your home when repairs are complete.

Please feel free to photocopy this list if you'd like to group items separately by Priority 1, Priority 2, etc.

Mr.\Mrs.\Ms. _____ Date _____

Address _____
street
city
state
ZIP

Where damaged property will be picked up.

Temporary address _____
street
city
state
ZIP

Where cleaned items will be delivered.

Temporary phone _____

Cell phone _____

Work phone _____

E-mail _____

Number of family members: Adults _____ Children _____ Pets _____

PEMCO adjuster's name _____

Phone _____

Claim number _____

On the next sheet, please check the items you want delivered to your temporary address.

1-800-GO-PEMCO
(1-800-467-3626)
pemco.com

PEMCO MUTUAL INSURANCE CO.
325 EASTLAKE AVENUE EAST
SEATTLE, WASHINGTON 98109

This sheet is Priority_____ out of _____ sheet(s)

Clothing

- ☐ Suits
- ☐ Dresses
- ☐ Slacks
- ☐ Ties
- ☐ Dress shirts
- ☐ Blouses
- ☐ Casual wear
- ☐ Gym clothes
- ☐ Underwear
- ☐ Pajamas
- ☐ Robes
- ☐ Socks
- ☐ Shoes
- ☐ Coats
- ☐ _____

Children's items

- ☐ Clothes (casual wear)
- ☐ Pajamas
- ☐ Underwear
- ☐ Socks
- ☐ Shoes
- ☐ Coats
- ☐ Crib
- ☐ Toddler bed
- ☐ Bedding
- ☐ Playpen
- ☐ Swing/bouncer
- ☐ High chair
- ☐ Changing table
- ☐ Dresser
- ☐ Toys
- ☐

Living/family room

- ☐ Sofa
- ☐ Chairs
- ☐ Lamps
- ☐ End table/coffee table
- ☐ Entertainment center
- ☐ Television
- ☐ DVD/DVR
- ☐ Stereo/speakers
- ☐ Video game system
- ☐ _____

Kitchen

- ☐ Table and chairs
- ☐ Microwave
- ☐ Toaster
- ☐ Coffee maker
- ☐ Blender
- ☐ Dishes
- ☐ Silverware
- ☐ Glassware
- ☐ Cookware
- ☐ Cooking utensils
- ☐ Plastic resealables
- ☐ Baby dishes/bottles
- ☐ Telephone
- ☐ _____

Bedroom

- ☐ Beds
- ☐ Bedding
- ☐ Dressers
- ☐ Night stands
- ☐ Lamps
- ☐ Alarm clock
- ☐ Telephone
- ☐ Television
- ☐ _____

Bathroom

- ☐ Bath towels
- ☐ Bath rug
- ☐ Shower curtain
- ☐ Scale
- ☐ Blow dryer
- ☐ Curling iron/rollers
- ☐ Electric razor
- ☐

Office


- 📁 Financial records
- 📁 Checks
- 📁 Computer, monitor, printer
- 📁 Desk
- 📁 Chair
- 📁 File cabinet
- 📁 Software (*please list*)


- ☐ Copier
- ☐ Shredder
- ☐ Telephone
- ☐ _____


Pet items


- ☒ Dishes
- ☒ Litter box
- ☒ Pet carrier
- ☒ Toys
- ☐ _____


Sporting goods


-  _____


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Miscellaneous

- [illegible]