



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 _____ **state** _____
street
_____ **ZIP** _____
city

Where damaged property will be picked up.

Temporary address _____ **state** _____
street
_____ **ZIP** _____
city

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.

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