

Hurricane door, glass and shutter checklist

One printable page for the openings in your building, in the order the work actually goes.

Before the season: openings and records

- ☐ List every opening: windows, glazed doors, sliding doors, transoms and skylights.
- ☐ Record each opening's location, size and glass type.
- ☐ Note which openings have working shutters and which need boarding.
- ☐ Photograph every opening, outside and inside, in daylight, dated.
- ☐ Name two people who can approve board-up, with direct phone numbers.
- ☐ Record how a technician gets in: doors, codes, keys, alarm details.
- ☐ Keep a printed copy at the property and a second copy off site.

Before the season: shutters

- ☐ Deploy every shutter fully and secure it as in a storm, then open it again.
- ☐ Count the panels and fasteners against the openings.
- ☐ Operate every lock, wing nut and pin.
- ☐ Clear tracks of paint, grit and debris.
- ☐ Replace corroded fasteners instead of freeing them.
- ☐ Label every removable panel to its opening.
- ☐ Store panels and fasteners together, where they can be reached.
- ☐ Write the deployment plan: who, what order, which openings first.
- ☐ Log what failed and what was corrected.

Before the season: doors, sealant and site

- ☐ Check every exterior door closes and latches on its own.
- ☐ Repair failed sealant at window and door perimeters.
- ☐ Clear loose items from the yard.
- ☐ Roof drains, flashing and rooftop fasteners: for a licensed contractor.

When a storm is forecast

- ☐ Photograph every opening again to show its condition.
- ☐ Deploy shutters or other protection, allowing far more time than you expect.
- ☐ Call your board-up vendor and confirm the opening list and access details.
- ☐ Secure or remove exterior furniture, signage and bins.
- ☐ Move stock and equipment away from openings and off low floors.
- ☐ Confirm who holds the keys and who decides.
- ☐ Roof clearing and any roof or structural work: for a licensed contractor.

After the storm

- ☐ Stay out until it is safe. Walk the perimeter and look up first.
- ☐ Downed lines or standing water near electrical equipment: wait for the utility or a licensed contractor.
- ☐ Photograph before touching anything: wide shots, then detail.
- ☐ Secure broken glass, doors that will not close and missing shutters.
- ☐ Arrange board-up for failed openings and photograph it before and after.
- ☐ Check powered locks and readers. They may have failed open or closed.
- ☐ Photograph and date stained or sagging ceiling tiles.
- ☐ Keep receipts for everything bought in the first two days.
- ☐ Roofing, structural and electrical damage: for a licensed contractor.

When the season is over

- ☐ Open and close every exterior door, window, storefront and sliding unit.
- ☐ Check the gap around each door leaf is even.
- ☐ Check latches line up with their strikes.
- ☐ Check hinges, closer arms, exit device fasteners and strike plates for rust or looseness.
- ☐ Press a thumbnail into sealant. Replace it if rigid, crumbling or pulling away.
- ☐ Check glazing gaskets and look for fogging between double panes.
- ☐ Check shutter and sliding door tracks, rollers and locks.
- ☐ Roof findings: photograph, note the location and pass to a licensed roofing contractor.
- ☐ Record each opening: condition, what was found, what was done.