

Storm Readiness Owner Report

What needs attention before rain? Connect each open condition to a decision, responsible person, date, and supporting record.

Property / portfolio: _____ Review date: _____

Prepared by: _____ Responsible manager: _____

Property type / occupied areas or tenant operations affected

01 Open conditions

Use a reference number for each condition. Write Pending for unverified facts and name who will check them.

01 Condition / location: _____ Operating effect: _____

Next action / responsible person: _____ Due / next check: _____

02 Condition / location: _____ Operating effect: _____

Next action / responsible person: _____ Due / next check: _____

03 Condition / location: _____ Operating effect: _____

Next action / responsible person: _____ Due / next check: _____

02 Owner decisions

Decision / approval needed: _____ Scope / proposal ref.: _____

Decision due: _____ Current decision: _____

Decision / approval needed: _____ Scope / proposal ref.: _____

Decision due: _____ Current decision: _____

03 Next owner update

Next update: _____ Escalation contact: _____

Use page 2 for vendor acceptance, schedule, access, and verification. An invoice or vendor completion note alone does not establish repair performance.

[Owner reporting guide](#)

[Rain-readiness resource library](#)

From condition to next action

Copy this page for each open condition. Update it when work, access, or owner decisions change.

Property: _____ Condition reference: _____

Responsible manager: _____ Updated: _____

01 Condition and exposure

Observed condition / exact area or system

Previous incidents or repairs / supporting record references

Temporary control in place / exposure that remains

02 Response arrangements

Vendor / specialist: _____ Request date: _____

Acceptance confirmed by: _____ Acceptance date: _____

Work scheduled for: _____ Completion target: _____

Access arrangements and dependencies

Owner decision needed / scope or proposal reference

03 Verification and follow-up

Evidence needed to verify the repair / who will check it

Next check: _____ Responsible person: _____

Escalation contact / condition that requires escalation

Keep supporting evidence with the condition reference. Record Pending when a fact still needs to be checked.

[Read the owner reporting guide](#)

[Request a management review](#)