## State of Hawaii Property Loss Reporting Process Flowchart

- Take immediate action to minimize loss.
- Protect undamaged property from loss.
- 3. Implement means of capturing expenses.
- 4. Take photographs of the damage.
- Consult contractors for initial estimate of scope and cost of repairs.
- Identify temporary measures needed to resume operations and the associated expenses that are incurred.
- 7. Gather required documentation
  - Orig plans, specs, blueprints, etc.
  - Inventory of damaged items
  - Repair scope and cost in detail
  - Detailed records of outgoing expenditures
- 8. Communicate with adjuster thru final settlement

