

**Water Damage Prevention Checklist**

Action	Needed?	Priority	Notes
Identify sources of known leaks			
Relocate collections away from known leaks			
Relocate collections away from water sources			
Relocate collections from attic/basement			
Move all collections at least 4 inches above floor level			
Obtain/purchase additional shelving			
Enclose collections in protective boxes			
Obtain/purchase plastic pallets			
Obtain professional evaluation of leaks/damp areas			
Correct leaks/damp areas			
Install water alarms			
Other			