FREE RESOURCE FOR FLORIDA CONTRACTORS

HURRICANE SEASON: PLAN SETS & PROJECT RECORDS

Atlantic hurricane season runs June 1 to November 30. This checklist covers the paperwork side: keeping plan sets, records and quantities safe and current. For site safety and securing a jobsite, follow your local emergency management and OSHA guidance (sources below).

1 · BEFORE THE SEASON

- [ ] Current plan sets and addenda backed up off-site / in the cloud
- [ ] A revision log for every active project
  What set are you building and bidding from?
- [ ] Contracts, insurance certificates and permits saved as PDFs
- [ ] Supplier and sub contact list exported
  Phones and email, not only in one app.

2 · STORM-RELATED ITEMS ON THE DRAWINGS

- [ ] Opening protection items counted per opening, as drawn
  Shutters, impact-rated openings: count what the schedule shows.
- [ ] Connectors, straps and anchors counted from the schedules/details
  Counting only. Whether they're adequate is the designer's call.
- [ ] Product approval numbers noted next to those lines
- [ ] Open questions logged with the sheet number

3 · WHEN A STORM IS FORECAST

- [ ] Dated photos of site conditions and stored materials
  Before and after.
- [ ] Delivery schedule paused or confirmed with suppliers
- [ ] Plan sets and records synced to the cloud
- [ ] Follow your county emergency management instructions

4 · AFTER THE STORM

- [ ] Dated photos of conditions, same angles as before
- [ ] Any change to drawings issued as a revision or addendum
  Don't price changes from texts or verbal notes.
- [ ] Quantities re-checked against the new revision
- [ ] Insurance and contract notices sent on time

Official sources: National Hurricane Center nhc.noaa.gov · Florida Division of Emergency Management floridadisaster.org · OSHA hurricane preparedness osha.gov/hurricane. **Educational checklist for organizing documents. It is not engineering, design, legal or code-compliance advice. Your designer of record and your building official have the final word on what a project requires.** StructConsultPro provides quantity takeoff services only. Sealed drawings, engineering judgments, and any work that requires a licensed Professional Engineer are outside our current scope and must be performed by a separately engaged licensed professional. Send your plans: intake@structconsultpro.com · structconsultpro.com/#send-form · © 2026 StructConsultPro