

SALVAGE AND RESTORATION HINTS

Professional fire and water damage restoration businesses are a good source of cleaning and restoration of your personal belongings. Local companies offering this service can be located in the phone directory. The following information (from various sources) is offered for suggestion only and is not intended to replace professional services and advice.

Clothing - Smoke odor and soot can sometimes be washed from clothing. The following formula will often work for clothing that can be bleached:

- 4-6 teaspoons tri-sodium phosphate (can be purchased in paint stores)
- 1 cup Lysol or any household chlorine bleach
- 1 gallon warm water

Mix well, add clothes, and rinse with clean water, dry well. To remove mildew, wash the fresh stain with soap and water. Then rinse and dry in the sun. If the stain isn't gone, use lemon juice and salt, or a diluted solution of household chlorine bleach.

An effective way to remove mildew from clothing is to wash the fresh stain with soap and warm water, rinse, and then dry in the sun. If the stain has not disappeared, use lemon juice and salt or a diluted solution of household chlorine bleach.

Cooking Utensils - Your pots, pans, flatware, etc., should be washed with soapy water, rinsed and then polished with a fine-powdered cleaner. You can polish copper and brass with special polish, salt sprinkled on a piece of lemon, or salt sprinkled on a cloth saturated with vinegar.

Documents – Important personal and business documents can be damaged or destroyed as a result of a fire or other disaster. A fire-proof safe, that is UL-rated for a minimum of 1 hour at 1700°F, is a great investment. This safe will usually provide enough time for firefighters to extinguish a blaze. You will then be able to recover your preserved documents when it is deemed safe. Use the safe to store the following documents:

Birth Certificates	Credit Cards
Prepaid Burial Contracts	Title to Deeds
Bank Books	Stocks and Bonds
Insurance Policies	Wills
Military Discharge Papers	Medical Records
Passports	Death Certificates
Payment Books	Social Security Cards
Warranties	Marriage Papers
Income Tax Records	Divorce Decrees

Auto Registrations	Citizenship Papers
Title Cards	Animal Registration Papers

Electrical Appliances - Don't use appliances that have been exposed to water or steam until you have a service representative check them. This is especially true of electrical appliances. In addition, steam can remove the lubricant from some moving parts.

If the fire department turned off your gas or power during the fire, call the electric or gas company to restore these services—do not try to do it yourself. Often a licensed plumber or electrician must make repairs before service can be restored.

Food - Wash your canned goods in detergent and water. Do the same for food in jars. If the labels come off, be sure you mark the contents on the can or jar with a grease pencil. Don't use canned goods when cans have bulged or are dented or rusted.

If your home freezer has stopped running, you can still save the frozen food:

- Keep the freezer closed. Your freezer has enough insulation to keep food frozen for at least one day—perhaps as many as two or three days.
- Move your food to a neighbor's freezer or commercial freezer firm.
- Wrap the frozen food in newspapers and blankets, or use insulated boxes.

If your food has thawed, observe the following procedures:

- Fruits can be refrozen if they still taste and smell good. Otherwise, if the fruits are not spoiled, they can be eaten at once.
- Do not refreeze vegetables if they have thawed completely. Refreeze only if there are ice crystals in the vegetables.
- If your vegetables have thawed and cannot be used soon, throw them out. If you have any doubts whether your vegetables are spoiling, throw them out.
- Meats may be refrozen (if ice crystals remain) but cook thoroughly before eating.

To remove odor from your refrigerator or freezer, wash the inside with a solution of baking soda and water, or use one cup of vinegar or household ammonia to one gallon of water. Some baking soda in an open container or a piece of charcoal can be placed in the refrigerator to absorb odor.

CAUTION: When cleaning or discarding any refrigerator or freezer—**BE SURE THE DOORS ARE REMOVED OR SECURED AGAINST CLOSING ON A YOUNG CHILD!**

Rugs and Carpets - Rugs and carpets should be allowed to dry thoroughly. Throw rugs can be cleaned by beating, sweeping, or vacuuming, and then shampooing. Rugs should be dried as quickly as possible—lay them flat and expose them to a circulation of warm, dry air. A fan turned on the rugs will speed drying. Even though the surface seems dry, moisture remaining at the base of the tufts can quickly cause the rug to rot.

For information on cleaning and preserving carpets, call your carpet dealer or installer or a qualified carpet cleaning professional.

Leather and Books - Wipe leather goods with a damp cloth, then with a dry cloth. Stuff your purses and shoes with newspapers to retain their shape. Leave your suitcases open. Leather goods should be dried away from heat and sun. When leather goods are dry, clean with saddle soap. You can use fine-grade steel wool or a suede brush on suede. Rinse leather and suede jackets in cold water and dry away from heat and sun.

Books can be dried by placing them on end with pages separated. Then they should be piled and pressed to prevent the pages from crinkling. Alternating drying and pressing will help prevent mildew until the books are thoroughly dry. If your books are very damp, sprinkle cornstarch or talc between the pages, leave for several hours, then brush off. A fan turned on the books will help them dry.

Money Replacement - If you own Savings Bonds that have been lost, stolen, or destroyed, you can have them replaced or redeemed without a fee. The process is the same no matter what series the bond is in. First click here to get a copy of Public Debt Form 1048. Start by reading the instructions on the last page of the form, which include the address where you should mail the form after completing it.

Mutilated Currency Division Mailing Address and Contact Telephone Numbers:

Bureau of Engraving and Printing
MCD/OFM, BEPA
Room 344A
P.O. Box 37048
Washington, D.C. 20013

(866) 575-2361 (toll-free)
(202) 874-2501
(202) 874-2595
(202) 874-2141

Damaged, or "mutilated" currency may be mailed or personally delivered to the Bureau of Engraving and Printing. When mutilated currency is submitted, a letter should be included stating the estimated value of the currency and an explanation of how the currency became mutilated. Each case is carefully examined by an experienced mutilated currency examiner. The amount of time needed to process each case varies with its complexity and the case workload of the examiner.

All mutilated currency should be sent by "Registered Mail, Return Receipt Requested." Insuring the shipment is the responsibility of the sender.

For cases that are expected to take longer than 8 weeks to process, the Bureau of Engraving and Printing will issue a written confirmation of receipt.

Personal deliveries of mutilated currency to the Bureau of Engraving and Printing are

accepted between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday, except holidays. The BEPs Office of Compliance, Mutilated Currency Division is located at 14th and C Streets, SW, Washington, DC.

The Director of the Bureau of Engraving and Printing has the final authority for the settlement of mutilated currency claims.

Although Treasury examiners are usually able to determine the amount and value of mutilated currency, careful packaging is essential to prevent additional damage.

The following procedures should be applied when packing mutilated currency:

- Regardless of the condition of the currency, Do Not Disturb the fragments any more than absolutely necessary.
- If the currency is brittle or inclined to fall apart, pack it carefully in plastic and cotton without disturbing the fragments and place the package in a secure container.
- If the currency was mutilated in a purse, box, or other container, it should be left in the container to protect the fragments from further damage.
- If it is absolutely necessary to remove the fragments from the container, send the container along with the currency and any other contents that may have currency fragments attached.
- If the currency was flat when mutilated, do not roll or fold the notes.
- If the currency was in a roll when mutilated, do not attempt to unroll or straighten it out.
- If coin or any other metal is mixed with the currency, carefully remove it. Any fused, melted, or otherwise mutilated coins should be sent to the U.S. Mint at following address for evaluation:

Superintendent
U.S. Mint
Post Office Box 400
Philadelphia, PA 19105

Photographs - Preserving damaged photographs is often very important to victims of fires, floods, and other disasters. If photographs are not burned they can usually be saved. Never try to peel apart photographs that have stuck together. Always remember that photographs were originally developed in water solutions.

Soak the photos in clear, clean water and rinse carefully and thoroughly and let stuck photographs separate on their own. If they stay damp they can be damaged by mold. If you have many wet photos, wrap them in plastic wrap and freeze them, then thaw and wash a few at a time. After washing the photos, dry them image side up on a smooth hard surface like a glass table or kitchen counter.

Walls and Floors

- To remove soot and smoke from walls, furniture, and floors, use a mild soap or detergent or mix together the following solution:
 - 4 to 6 tbsp. Tri-Sodium Phosphate

- 1 cup household cleaner or chlorine bleach
- 1 gallon warm water
- Wear rubber gloves when cleaning with this solution. Be sure to rinse your walls and furniture with clear warm water and dry thoroughly after washing them with this solution.
- Wash a small area of wall at one time, working from the floor up. Then rinse the wall with clear water immediately. Ceilings should be washed last. If the weather allows, open windows and use a fan to circulate air.
- Do not repaint until walls and ceilings are completely dry.
- Your wallpaper can also be repaired. Use a commercial paste to attach a loose edge or section. Contact your wallpaper dealer or installer for information on wallpaper cleaners. Washable wallpaper can be cleansed like any ordinary wall, but care must be taken not to soak the paper. Work from bottom to top to prevent streaking.

Wood Furniture - To remove white spots or film, rub the wood surface with a cloth soaked in a solution of 1/2 cup household ammonia and 1/2 cup water. Then wipe the surface dry and polish with wax or rub the surface with a cloth soaked in a solution of 1/2 cup turpentine and 1/2 cup linseed oil. Be careful—turpentine is combustible. Please remember, oily rags can start fires by spontaneous combustion. You do not want another fire. Put all used rags in an airtight metal container like a paint can and place outside away from your home. You can also rub the wood surface with a fine-grade steel wool pad dripped in liquid polishing wax, clean the area with a soft cloth, and then buff.

- Do not dry your furniture in the sun. The wood will warp and twist out of shape.
- Clear off mud and dirt.
- Remove drawers. Let them dry thoroughly so they won't stick when you replace them.
- Scrub wood furniture or fixtures with a stiff brush and a cleaning solution.
- Wet wood can decay and mold, so dry thoroughly. Open doors and windows for good ventilation.
- If mold forms, wipe the wood with a cloth soaked in a mixture of borax dissolved in hot water.

INSURANCE

Contact your insurance agent immediately after the fire/natural disaster. Your insurance agent can assist you in making arrangements to secure your property from additional damage or loss through theft.

1. If you are a tenant, contact the resident manager, owner of property, or the owner's insurance agent. It is the owner's responsibility to prevent further loss to the site. You should see that your personal belongings are secure or removed to a safe location, such as a

relative or friend's home.

2. If you do not have insurance or your insurance is not adequate to cover your total loss, any uninsured or underinsured portion may be deductible from your income tax. You should contact a qualified tax attorney, accountant, or the IRS for assistance on claiming fire/natural disaster loss. Keep receipts for any money you spend. These receipts are important in showing your insurance company what expense you have incurred due to your fire/natural disaster loss and for verifying your losses on your income tax return.
3. A good idea is to use a camera and/or a video recorder to document your fire/natural disaster damage with still photos and/or video. This should be done as soon as possible after the loss, but if the loss is at night, you may have to wait till daylight to get quality photos and/or video. We will be taking photos of the scene as well, but these are for our records and investigation. We cannot take loss documentation photos for you.