



1

CLEANING AND SECURITY

- ✓ Visit the infected area only after being certified as a safe zone by the Civil Protection authority;
- ✓ Cut off the electric power supply and start cleaning the areas;
- ✓ Wear personal protection equipment such as a cleaning suit, nitril gloves, boots, mask and protective goggles.



2

PREPARING THE INTERVENTION

- ✓ Create a list of priority tasks and assets to recover;
- ✓ Make a record of everything you find;
- ✓ Proceed with airing the spaces by opening doors and windows;
- ✓ Lower the temperature of the areas, if necessary use air conditioning.



3

MINIMIZE DAMAGE IN DOCUMENTS

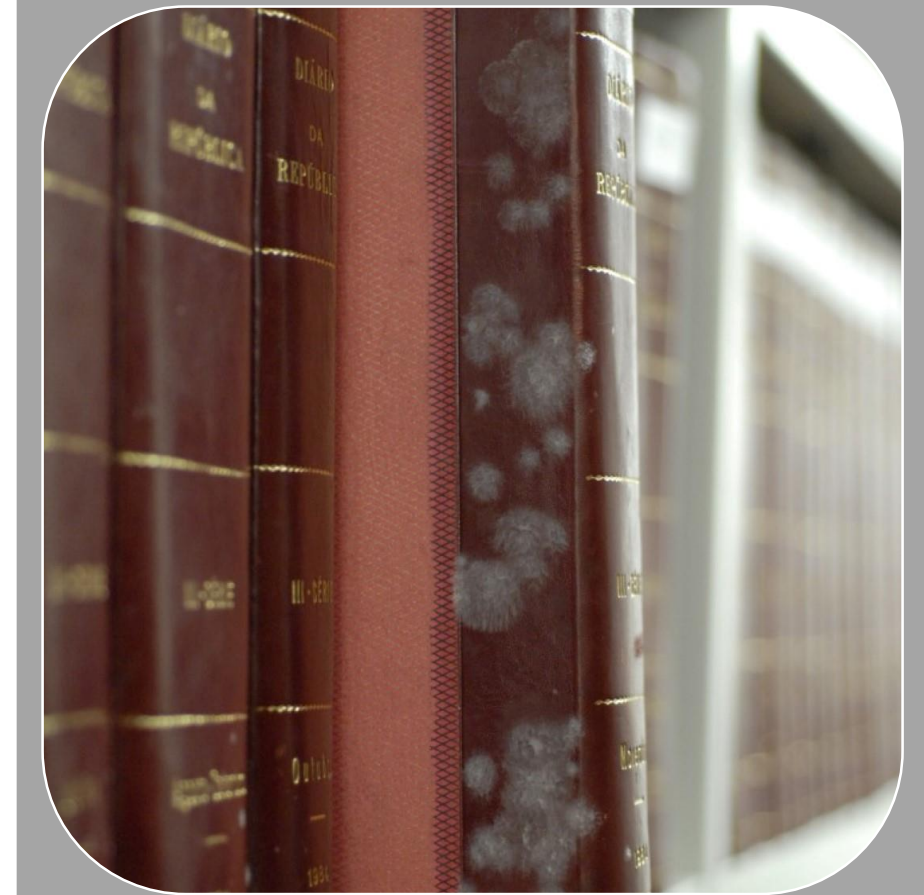
- ✓ The recovery should occur quickly;
- ✓ In 48 hours and in poor conditions (temperature/humidity and stagnant air) the documentation will undergo a large-scale microbiological spread;
- ✓ Lower the temperature to delay the appearance of mold;
- ✓ Drain as much water as possible;
- ✓ If possible, proceed to freezing the documents.



4

SOS

- ✓ Books: if you can, open it and place it vertically, in the shape of a fan and use absorbent paper between pages;
- ✓ Single documentation: place it on smooth surface and let it dry naturally;
- ✓ It is important to dry gradually. The misuse of dehumidifiers to speed up the process can cause irreversible damage to the documents.



5

UNDERSTANDING REALITY

- ✓ The binding will deform, the paper will curl, dirt stains will appear, mold will develop, glued pages... problems like this that when not properly addressed, may compromise your documents;
- ✓ Seek for a conservation and restoration professional to help extend the life of your documents, in a safe way.