

An unexpected fire.

A sudden earthquake.

A devastating hurricane.

Or maybe just a busted pipe.

Disasters can strike  
anytime, anywhere.

What will you do?

The answer is simple.

**STAY CALM. CALL BELFOR.**

## THE BELFOR PROMISE

To do our very best, every time.

To ensure your best interest is

always at the forefront.

To stand behind our word and

to give you our all —

every second, every minute, every day.

**BELFOR**   
PROPERTYRESTORATION

**1.800.856.3333**

24-7 National Emergency Hotline

Corporate Headquarters:

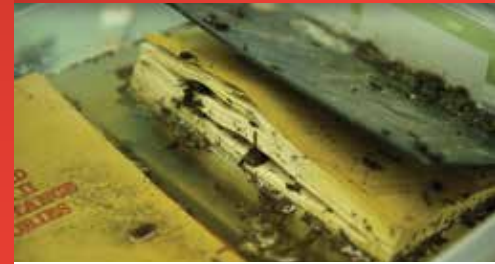
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Birmingham, MI 48009-3433

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**DOCUMENT DRYING  
& TREATMENT**



**BELFOR**   
PROPERTYRESTORATION



## WILL IT EVER BE THE SAME?

In the aftermath of a fire or flood, some of the most treasured and irreplaceable contents are vital records, documents, books, photos and special collections. Can they ever be the same? Today, with more advances in technology and equipment, almost any type of document can be recovered.

## THE LEADER IN DOCUMENT RECOVERY

BELFOR, the worldwide leader in disaster recovery and property restoration, has more experience with all types of document treatment and drying services than any other restoration contractor. Using technologically advanced equipment, processes and methods – many of which are proprietary – BELFOR can recover and restore any type of document.

- archives
- audio tapes
- blueprints
- books
- compact discs
- data files
- diskettes
- drawings
- files
- film
- laser discs
- library materials
- magazines
- magnetic media
- manuscripts
- maps
- microfiche
- microfilm
- negatives
- parchment
- photographs
- plans
- slides
- special collections
- vellum
- video tapes
- vital records
- whiteprints
- x-rays

## DOCUMENT LABORATORIES

Working with an experienced document recovery company that uses a range of methodologies is important. BELFOR has specialized document laboratories throughout North America with trained document recovery specialists on staff.

## EXPOSED TO WATER

BELFOR uses low-humidity desiccant drying, vacuum-freeze dryers, and thermal vacuum-freeze dryers specifically designed to restore books, documents and paper materials. BELFOR has a large inventory of mobile and stationary freeze dry chambers, plus a fleet of refrigerated trailers.

## DAMAGED BY SMOKE OR FIRE

State-of-the-art cleaning processes include particulate removal sponges, ionized air washing and a variety of deodorization techniques.



## ATTACKED BY MOLD, MILDEW OR BACTERIA

Paper materials can be sterilized using gamma radiation or electron beam radiation. Books and papers – even entire libraries – have been saved from contamination and decay using these processes.



## WHAT CAN I DO?

Timing is everything. Paper begins to deteriorate the instant that moisture is absorbed, but there are some things you can do to help minimize water damage.

## STOP THE WATER

- Turn off the water source.
- If water is coming from below, carry books and documents to a higher location.
- If water is coming from above, protect books and documents from any further damage (cover with plastic sheeting, for example).
- Wrap wet books and documents in wax paper slings. Do not dry.

## KEEP THE ENVIRONMENT COOL

- Turn the heat down. Do not begin drying the materials in place. Keep windows closed.
- Store books in a lying position, with a maximum of 3-4 books stacked on top of one another, or in an upright position, stand them on their spine and support them at both sides.

## FREEZING

- Freeze important documents or books in a freezer compartment or chest freezer. If possible, use freezer bags or wrap in wax paper.

BELFOR can help. Call our 24-hour hotline.

**1-800-856-3333** or visit [www.belfor.com](http://www.belfor.com)

