



SAFETY • SERVICE • SAVINGS
A TRUST BUILT FOR STUDENTS

**Property and Casualty
Coverage for Education**

Before Winter Checklist

Site: _____

Date: _____

Inspector(s): _____

This form is a reminder of general areas and items to be inspected. Check each item “acceptable” or “needs attention.” All “needs attention” items should include location, and the date corrected should be noted.

This form should be sent to:

- District/community college Manager
 Grounds/Maintenance
 Facility Manager

A copy should be kept by the employee(s) making the inspection.

Area Inspected	Location(s)	Checked by Personnel			Status (Check one)	
		Yes	No	Date	Accept.	Needs Attn.
GENERAL PREPARATION						
Develop Action Plan and train employees.						
Designate “Weather Watcher” to implement plan.						
Outline Emergency Organization responsibilities such as snow removal from roads, sidewalks, doorways and roofs.						
Prepare snow removal equipment.						
Establish heat system priorities.						
Locate ordinary thermometers in hard to heat areas.						
Make provisions to monitor unattended facilities.						
BUILDINGS						
Building shell in good condition.						
Close unnecessary openings.						
Design/protect heating/insulation systems prone to freeze damage to maintain minimum temperature of 40 degrees Fahrenheit (4 degrees Celsius).						
Prepare heating systems to maintain building temps above 40 degrees Fahrenheit (4 degrees Celsius).						
Provide safe, emergency heating equipment in areas prone to freezing: set to be activated automatically or by assigned personnel.						
Identify/prepare concealed spaces, such as crawl space to allow heat passage during cold spell.						
ROOFING						
Inspect roof framework for weaknesses.						
Assess roof’s capacity for snow loading.						
Develop plan for Emergency Organization/others to handle snow and ice loading on roof.						
Remove debris from drains.						

Before Winter Checklist

Area Inspected	Location(s)	Checked by Personnel			Status (Check one)	
		Yes	No	Date	Accept.	Needs Attn.
EQUIPMENT						
Boilers						
Completely drain idle equipment.						
Flush with proper antifreeze solution.						
Clear lines with compressed air.						
Remove slow points and dead ends where possible.						
Install steam traps on piping/equipment with drain valves.						
Install low-water fuel cutoffs with minimum piping exposed to ambient temperature.						
Consider/install heat tracing lines for piping that carries water to the water glass, low-water fuel cutoff column, and feed water regulator.						
Other Equipment						
Provide adequate heat, locate in heated enclosure, or provide the proper anti-freeze solution for water cooled equipment such as compressors, pumps, etc.						
Apply lubricants suitable for low-temp applications in equipment such as pumps, blowers and compressors.						
Remove water from oil coolers and water jackets and drain condensers of chilling units.						
Provide adequate fuel supplies.						
Check pressure vessel vents, relief valves and safety valves to assure functional moving parts.						
Construct wind breaks to protect open piping/instruments.						
FIRE PROTECTION EQUIPMENT						
Place thermostats inside buildings to monitor temps.						
For dry-pipe sprinkler systems:						
Maintain dry-pipe valve room temp of 40 degrees Fahrenheit (4 degrees Celsius).						
Check piping pitch and all pipe hangers.						
Drain all low points and install more drains, if necessary.						
Drain system thoroughly after annual trip test.						
Insulate enclosure/install heater to maintain temps above 40 degrees Fahrenheit (4 degrees Celsius).						
Take dry air supply for compressor for dry, room-temperature source.						

Signature of Recipient _____

Date _____