



SAFETY • SERVICE • SAVINGS
A TRUST BUILT FOR STUDENTS

**Property and Casualty
Coverage for Education**

During Cold Weather 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 once the problem has been corrected.

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						
Weather watcher informs Emergency Organization of impending cold snaps.						
Employee/Security Guard monitors/records temps in hard-to-heat areas, especially during idle periods.						
BUILDINGS						
Provide temporary interior openings to allow heat into concealed spaces during unusual cold spells.						
Check indicator post for tightness and repair leaks.						
Consider non-freezing/multipurpose dry chemical fire extinguishers in areas where freeze-ups are a concern.						
ROOFING						
Activate snow watch/removal crew to monitor snow depths and remove unsafe accumulations from roofs.						
Clear drains of ice and snow. If roof is pitched and without drains, open paths to eaves to ensure drainage and prevent ponding.						
EQUIPMENT						
When freeze is expected, drain water-cooled equipment that is not otherwise protected.						
Frequently drain condensed moisture from compressed air lines.						
Maintain air-drying equipment of air supply system for instrumentation and air-actuated equipment.						
Install safe, continuous flow-through piping where insufficient cover is present for buried piping or where it is otherwise impractical to protect piping.						
Check pressure vessel vents, relief/safety valves to make sure parts are functional and openings are not obstructed.						
Thaw frozen piping and equipment carefully to avoid damage. Do not use open flames to avoid a fire hazard.						

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Area Inspected	Location(s)	Checked by Personnel			Status (Check one)	
		Yes	No	Date	Accept.	Needs Attn.
IF COMPLETE LOSS OF HEAT OCCURS:						
Drain equipment such as process piping, mill-use lines, heat exchanges, process equipment, compressors, etc.						
Institute emergency procedures for processes that are dependent on steam water supply to avoid solidification or runaway condition.						
FIRE PROTECTION EQUIPMENT						
Routinely check building thermometers to assess interior temperatures.						
Keep fire pump intake screens clear of ice.						
Make sure hydrants, hose houses, pumper connections, indicator posts and other outdoor sprinkler system valves remain visible and accessible (free of ice and snow).						
If heat is lost, check all water-based extinguishers for possible freeze damage.						
If underground mains freeze, thaw them promptly.						
For wet-pipe sprinkler systems:						
Check for broken pipe fittings, cracked piping, and any distorted/leaking sprinklers.						
After unusually cold weather, open inspector's test connection; if there is no flow, water in the piping is probably frozen.						
For dry-pipe sprinkler systems:						
Regularly check air pressure and temps in dry-pipe enclosure.						
Use moisture traps and desiccants in the air supply piping if the system has a history of heavy condensation buildup.						

Signature of Recipient _____

Date _____