



Questions to ask

Before winter temperatures set in, make sure that everything is in shape. This will reduce costs for repairs and property damage claims.

- **Is the heating system running properly?**
- **Are pipes well insulated?** Make sure ends join tightly and joints are wrapped and taped. Heated cables or tapes that heat pipes should be professionally installed.
- **Are all buildings inspected regularly?** Maintain an inspection schedule for facilities especially when buildings are not occupied.
- **Have hidden problem spots been checked?** Look for pipes that may not be properly insulated, windows, doors or other openings that are not secure.
- **Do you know where to find the shutoff valves?** Make sure staff knows where to shut off water in an emergency.
- **Are flow alarms installed?** Alarms that sound when flow exceeds normal levels alert staff.
- **Do you have backup power and heat in the event of a power outage?** Make sure generators are working correctly. Use only fire marshal-approved alternative heat sources.
- **Do thermostats need new batteries?** Replace batteries and set minimum temperatures at 55 degrees or more.
- **Do you have a snow removal plan?** Consider contracting for snow removal especially for roofs. Be sure to have adequate snow removal equipment and ice melt supplies available throughout the district.

USE CHECKLISTS

It is important to inspect buildings regularly for any signs of damage. Having a routine monthly facilities maintenance plan and a checklist will help spot trouble when it occurs.

Checklists provide a more in-depth look at what steps are necessary to winterize your facilities. Being prepared can mean the difference between having your facilities up and running in good condition versus showing up to work and seeing water running out of the front door and having to scramble to determine the problem.