

WINTER WEATHER PREP CHECKLIST

Winter weather is beyond your control, but how you prepare is not. Preventative maintenance can lessen the brunt of nasty winter weather, reducing business interruptions and saving a fortune in repairs.

BUILDING INTERIOR

- Seal energy-wasting gaps, leaks, and cracks around windows and doors that can allow heated air to escape buildings.
- Insulate and seal openings around exposed pipes to protect them from freezing temperatures.
- Inspect your building's insulation for compromised areas that could cause heat loss.
- Close off main water and drain water piping in unheated spaces.
- Place floor mats in entryways and indoor walkways to prevent slick floors.
- Inspect gas lines for leaks and make sure they are in proper working condition.

BUILDING EXTERIOR

- Check your facility's roof and gutters for loose shingles or other damage caused by high winds or ice.
- Assess your facility's roof's maximum snow load. If you're unsure, hire a structural engineer to verify the snow load threshold of the roofing system.
- Regularly inspect your facility's roof to detect and prevent high-piling snow and ice dams from forming.
- If you live in an area that frequently gets severe winter weather, confirm arrangements for snow and ice removal for your facility's parking lot(s) and walkways.
- Assess exterior lighting. If necessary, add lighting and replace burnt-out bulbs to prevent slip and fall injuries.

BUILDING SYSTEMS

- Examine and make any necessary repairs to HVAC and heating systems. Consider replacing furnaces older than ten years.
- Inspect ventilation system for leaks and ensure exhaust gasses are being safely routed out of the building.
- Change out air filters.
- Calibrate thermostats and make sure they are working properly.
- Service fire prevention systems.
- Ensure extinguishers, hydrants, and other outdoor fire prevention equipment are fully functional and clear of debris and snow.
- Conduct routine emergency generator maintenance.
- Ensure your facility's freeze-protection devices and alarms are in good working order.

LANDSCAPING

- Check for dead and dying trees and branches that should be removed or pruned.
- Remove leaves and other debris from landscaping.
- Drain your facility's irrigation system and shut down the control box until Spring.

PLANNING AHEAD

- Assess your facility's insurance coverage for protection against winter hazards.
- Create and disseminate a weather emergency plan for tenants and employees.
- Develop a procedure for restoring electrical services on an item-by-item basis.

ADDITIONAL RESOURCES

- [NOAA National Weather Service](#)
- [Ready.gov Winter Weather Guide](#)