RISK MANAGEMENT IQ

WINTER WEATHER CHECKLIST

Facility _____ **Survey by** _____

Location _____ **Date** _____

When preparing for a possible winter storm or freeze, use this checklist to minimize your facilities exposures. Instituting the following precautions before, during, and after a storm or freeze-up can help mitigate the severity of the loss as well as enhance the overall safety of the facility.

Actions to Take Prior to Freezing Temperatures/Winter Storms	Checklist
General Precautions	
Review and implement PHLY's H.E.A.T. strategy to combat pipe freeze, breakage, and subsequent water damage	Yes ☐ No ☐ N/A ☐
Initiate a well-trained emergency response team and review annually to ensure duties are current	Yes ☐ No ☐ N/A ☐
Ensure the plan contemplates impassible roads and power outages	Yes ☐ No ☐ N/A ☐
Develop a list of phone numbers for emergency response contractors, and appoint someone to monitor weather reports	Yes ☐ No ☐ N/A ☐
Buildings	
Maintain indoor temperatures above 45° F in heated areas to prevent pipe freeze-ups. Install low temperature alarms with central station response at remote buildings or in remote building spaces	Yes ☐ No ☐ N/A ☐
Ensure integrity of building envelope is in good condition by closing up unnecessary openings. Ensure windows, doors, and skylights are weather-tight	Yes ☐ No ☐ N/A ☐
Inspect remote areas for possible freezing conditions; install and monitor portable heaters/heat tracing for piping in unheated areas only as needed	Yes ☐ No ☐ N/A ☐
Insulate walls and investigate concealed spaces for areas lacking insulation. Consider providing temporary interior openings to allow in heat	Yes ☐ No ☐ N/A ☐
Roofs	
Assess your roof's capacity for excessive snow loads (roofs with elevation changes present a greater danger) and consult a professional engineer	Yes ☐ No ☐ N/A ☐
Institute a roof snow removal program for after a heavy snow to help reduce excessive snow loads and blocked roof drains from ice	Yes ☐ No ☐ N/A ☐
Monitor roof snow levels especially in areas susceptible to large drifts; clear and monitor all roofs and roof drains during/after storms	Yes ☐ No ☐ N/A ☐
Ensure attics are fully insulated; maintain ventilation in attic spaces to control for ice dams	Yes ☐ No ☐ N/A ☐
Heating Systems	
Examine the entire heating system components (e.g. boilers, piping, burners, and controls) prior to the cold weather. Repair all deficiencies	Yes ☐ No ☐ N/A ☐
For boilers: completely drain idle equipment, elevate low points or provide drain valves on condensate return lines, remove low points and dead ends, check all service lines for possible freezing, and install heat tracing around control lines transmitter boxes and piping that carries water to the water glass	Yes ☐ No ☐ N/A ☐
Ensure heating equipment is capable of maintaining building temperatures above 45° F at the coldest point within a building (corners, eaves, or areas without heat)	Yes ☐ No ☐ N/A ☐
Schedule complete routine inspections for all space heaters to ensure safe operation	Yes ☐ No ☐ N/A ☐
Ensure adequate clearance is maintained between all heating equipment and combustible walls, floors, partitions, platforms, and stock	Yes ☐ No ☐ N/A ☐

WINTER WEATHER CHECKLIST - *continued*

Fire Protection Equipment/Domestic Water Lines	
Establish a procedure to ensure snow is routinely cleared away from hydrants, sprinkler control valves, smoke and heat vents, and other essential equipment, and to make sure this equipment is easily accessible	Yes ☐ No ☐ N/A ☐
Lubricate all sprinkler control valves and locks to permit ease of operation	Yes ☐ No ☐ N/A ☐
Label location of outside sprinkler control valves and hydrants for easy visibility	Yes ☐ No ☐ N/A ☐
Convert any wet pipe systems in unheated areas to dry or anti-freeze systems	Yes ☐ No ☐ N/A ☐
Pre-Storm Precautions	**Checklist**
For dry systems: maintain all dry valve rooms above 45°F, insulate enclosure or provide portable heaters if necessary. Check pitch of piping and drain all low points and auxiliary drains	Yes ☐ No ☐ N/A ☐
Make sure fire pump room is properly heated and the system is operational	Yes ☐ No ☐ N/A ☐
Inspect all gravity tanks for leaks (ice accumulation can create risk of collapse)	Yes ☐ No ☐ N/A ☐
Check the water temperature of the fire pump suction tank or gravity tank daily. The tank temperature should be kept above 45°F	Yes ☐ No ☐ N/A ☐
Shut and drain "close-in-winter" systems or convert to anti-freeze systems	Yes ☐ No ☐ N/A ☐
Check the specific gravity of all existing anti-freeze systems to see if more concentrate is needed	Yes ☐ No ☐ N/A ☐
All wet pipe standpipe systems with piping located in areas subject to freezing should be heated, insulated, and monitored for temperature	Yes ☐ No ☐ N/A ☐
Connections to all water motor gongs should be properly drained to prevent freezing	Yes ☐ No ☐ N/A ☐
Use a fire protection impairment kit when shutting off fire protection systems for maintenance	Yes ☐ No ☐ N/A ☐
Insulate water supply, drain, and condensate lines susceptible to freezing (near doorways, uninsulated outside walls, or adjacent to open windows) or provide UL listed heat trace insulate	Yes ☐ No ☐ N/A ☐
Remove all hoses from outside water faucets and install "frost-proof" self-draining type faucets or isolated indoors and opened to drain	Yes ☐ No ☐ N/A ☐

WINTER WEATHER CHECKLIST - *continued*

Miscellaneous Maintenance	
Provide adequate heat for water-cooled equipment	Yes ☐ No ☐ N/A ☐
Use lubricants on low-temperature applications in equipment such as pumps, blowers, and compressors in areas subjected to freezing temperatures	Yes ☐ No ☐ N/A ☐
Remove water from oil coolers and water jackets, and drain condensers of chilling units for air conditioning	Yes ☐ No ☐ N/A ☐
Check pressure vessel vents, relief valves, and safety valves to assure moving parts are functional	Yes ☐ No ☐ N/A ☐
Construct wind breaks for piping and instruments subjected to low wind chills	Yes ☐ No ☐ N/A ☐
Verify adequate fuel supplies in the event of a large storm, particularly with oil-fired equipment and for emergency generators	Yes ☐ No ☐ N/A ☐
Contact manufacturers and contractors of critical machinery to establish a contract for priority support with backups	Yes ☐ No ☐ N/A ☐
Ensure data processing software, files, records, etc. have been properly backed up and transported off-site	Yes ☐ No ☐ N/A ☐
Install water detection devices and/or water flow monitoring systems to quickly identify water leakage	Yes ☐ No ☐ N/A ☐
Actions to Take Following Freezing Temperatures/Winter Storms	
Initiate salvage activities immediately, including:	
Secure site (remove high value or water sensitive items) and assess damage (take photos and video)	Yes ☐ No ☐ N/A ☐
Implement the action plan for the storm emergency team	Yes ☐ No ☐ N/A ☐
Institute the emergency repair program with utility contractors after loss of electric or gas power, telephone services, or public water supply	Yes ☐ No ☐ N/A ☐
Return all fire protection systems to service as soon as possible	Yes ☐ No ☐ N/A ☐
Contact PHLY Claims at 1.800.765.9749 for adjusting and related services	Yes ☐ No ☐ N/A ☐

Signed _____ **Dated** _____

Additional Comments: _____

PHLY RISK MANAGEMENT SERVICES

LEARN MORE

Visit the MyPHLY Management Services Portal or
Contact PHLY Risk Management Services:
800.843.4552 Ext. 4 | PHLYRMS@phly.com

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