

Before Winter

School/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 the district: Maintenance Supervisor School Principal
(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 and obtain deicer for sidewalks and parking areas.						
Establish heat system priorities.						
All timers should be adjusted for winter operation.						
Shut off exterior water supplies and drain in-ground sprinkler systems where applicable.						
Locate ordinary thermometers in hard to heat areas where damage is likely. (Where water pipes and sprinkler pipes are located.)						
Make provisions to monitor unattended facilities.						
Repair cracks in asphalt or concrete walks and drives						
Inspect trees on your property. Remove hazardous trees and branches.						
Prepare for flooding in known areas with tarps and sandbags.						
BUILDINGS						
Building shell in good condition. Check caulking at all junctures, and replace where needed.						
Close unnecessary openings.						
Check bricks or blocks for cracked mortar or loose joints.						

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BUILDINGS (cont.)						
Inspect all roof, soffit vents and other venting systems to make sure they're clear of debris.						
Prepare heating systems to maintain building temps above 40 degrees Fahrenheit.						
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 be opened to allow heat passage during cold spell.						
As needed, store water damageable materials off the floor where flooding could occur.						
ROOFING						
Inspect roof framework for weaknesses.						
Assess roof's capacity for snow loading and plan for removal.						
Develop plan for Emergency Organization to remove snow and ice loading on roof.						
Remove debris from drains, scuppers, gutters, window wells and downspouts and repair as needed.						
Boilers						
Completely drain unused or idle equipment and systems.						
Check boiler's flue to make sure it is clean and not blocked						
Treat boilers to inhibit rust and corrosion						
Test to determine the burner's combustion efficiency						
Check steam traps and air release valves on two pipe systems						
Plan to shut down and restart boilers in the event of fuel shortage.						
Mechanical Systems						
Protect heating systems prone to freeze damage.						
Shut down cooling systems and drain or add antifreeze as needed.						
Check dampers vents on fan coil units to assure they are closing and working correctly.						

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Mechanical Systems (cont.)						
Make sure the heat tracing is plugged in and operating on all outdoor piping.						
Provide adequate heat, or provide the proper anti-freeze solution for water cooled equipment such as compressors, pumps, etc.						
Check pressure vessel vents, relief valves and safety valves to assure functional moving parts.						
Construct wind breaks to protect open piping, coils or instruments where needed.						
Provide adequate fuel supplies where needed.						
FIRE PROTECTION EQUIPMENT						
Where needed, place thermostats inside buildings to monitor temps.						
Maintain valve room temp of 40 degrees Fahrenheit.						

Signature of Recipient: _____

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DURING COLD WEATHER

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GENERAL PREPARATION						
Weather watcher informs Emergency Organization of impending cold snaps.						
Employee monitors/records building temperatures to prevent freezing.						
Employee 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.						
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.						
Remove snow from around skylights, vents, etc. to prevent leaking.						
Equipment						
When freeze is expected, drain water cooled equipment that is not otherwise protected.						
Frequently drain condensed moisture from compressed air lines.						
Check that heat tracing is plugged in and operating on all outdoor piping.						

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Equipment						
Check pressure vessel vents, relief/safety valves to assure 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.						
IF COMPLETE LOSS OF HEAT OCCURS:						
When using portable heat sources, secure against tipping and keep away from combustibles.						
If using portable power sources, consider health and safety concerns with carbon monoxide.						
Shut off and drain domestic water supply system if needed to prevent freezing. Don't forget water heaters and turn off their power sources.						
Shut off and drain sprinkler system as needed. Don't forget your sprinkler impairment program and to notify fire department.						
Provide constant fire watch while sprinklers are impaired.						
Do not allow hazardous operations like welding, grinding or open flame while sprinklers are impaired.						
Drain other equipment such as heat exchanges, process equipment, compressors, etc., as needed.						
Institute other emergency procedures as outlined in your emergency plan for loss of heat.						
FIRE PROTECTION EQUIPMENT						
Pay close attention to building thermometers to assess interior temperatures to prevent freeze damage to sprinkler lines.						
Check fire pump equipment to be sure in operating condition.						
Make sure hydrants, hose houses, pumper connections, indicator posts and other outdoor sprinkler system valves remain visible and accessible (free of ice and snow).						

For wet-pipe sprinkler systems:						
If heat is lost, check all water-based extinguishers for possible freeze damage.						
Check for broken pipe fittings, cracked piping, and any distorted/leaking sprinklers						
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.						

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AFTER COLD WEATHER

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GENERAL						
Shut down or turn off emergency heat sources.						
BUILDINGS						
Close interior openings to concealed spaces such as tunnels.						
Reactivate domestic water system and turn on power to water heaters.						
Maintain around the clock surveillance of frozen water lines until it is sure that no pipes are broken as it can take many hours to thaw.						
ROOFING						
Assess snow depths and consider addition weight from rain. Remove unsafe accumulations of snow from roofs.						
Consider where snow could fall from roofs and isolate danger areas.						
Clear drains of ice and snow. If roof is pitched and without drains, open paths to eaves to ensure drainage and prevent ponding.						
Remove snow from around roof skylights, vents, etc. to prevent leaking as needed.						
Equipment						
Replace fluids to equipment as needed.						
Drain condensed moisture from compressed air lines.						
Check pressure vessel vents, relief/safety valves to make sure parts are functional and openings are not obstructed.						

Equipment (cont.)		Yes	No	Date	Accept.	Needs Attn.
Thaw frozen piping and equipment. Use hair dryer if needed. Do not use open flames.						
Remove emergency windbreaks protecting heating systems.						
FIRE PROTECTION EQUIPMENT						
Reactivate fire sprinkler system as needed (slowly). Don't forget your sprinkler impairment program and to notify fire department.						
Consider placing people with radios throughout building to notify if leaks occur during activation.						
Check fire pump equipment to be sure in operating condition.						
Refill fluids to equipment such as heat exchanges, process equipment, compressors, etc., as needed.						
Replace water fire extinguishers in areas where removed.						
For wet-pipe sprinkler systems:						
Check for broken pipe fittings, cracked piping, and any distorted/leaking sprinklers prior to reactivating.						
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:						
Check air pressure in dry-pipe enclosure.						

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