

Before Winter Checklist

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
 Superintendent
 School Safety Coordinator

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.						
Establish heat system priorities.						
Locate ordinary thermometers in hard to heat areas.						
Make provisions to monitor unattended facilities.						
BUILDINGS						
Building shell in good condition.						
Close unnecessary openings.						
Design/protect heating/insulation systems prone to freeze damage to maintain minimum temperature of 40 degrees Fahrenheit (4 degrees Celsius).						
Prepare heating systems to maintain building temps above 40 degrees Fahrenheit (4 degrees Celsius).						
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 allow heat passage during cold spell.						
ROOFING						
Inspect roof framework for weaknesses.						
Assess roof's capacity for snow loading.						
Develop plan for Emergency Organization/others to handle snow and ice loading on roof.						
Remove debris from drains.						

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Area Inspected	Location(s)	Checked by Personnel			Status (Check one)	
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EQUIPMENT						
Boilers						
Completely drain idle equipment.						
Flush with proper antifreeze solution.						
Clear lines with compressed air.						
Remove slow points and dead ends where possible.						
Install steam traps on piping/equipment with drain valves.						
Install low-water fuel cutoffs with minimum piping exposed to ambient temperature.						
Consider/install heat tracing lines for piping that carries water to the water glass, low-water fuel cutoff column, and feed water regulator.						
Other Equipment						
Provide adequate heat, locate in heated enclosure, or provide the proper anti-freeze solution for water cooled equipment such as compressors, pumps, etc.						
Apply lubricants suitable for low-temp applications in equipment such as pumps, blowers and compressors.						
Remove water from oil coolers and water jackets and drain condensers of chilling units.						
Provide adequate fuel supplies.						
Check pressure vessel vents, relief valves and safety valves to assure functional moving parts.						
Construct wind breaks to protect open piping/instruments.						
FIRE PROTECTION EQUIPMENT						
Place thermostats inside buildings to monitor temps.						
For dry-pipe sprinkler systems:						
Maintain dry-pipe valve room temp of 40 degrees Fahrenheit (4 degrees Celsius).						
Check piping pitch and all pipe hangers.						
Drain all low points and install more drains, if necessary.						
Drain system thoroughly after annual trip test.						
Insulate enclosure/install heater to maintain temps above 40 degrees Fahrenheit (4 degrees Celsius).						
Take dry air supply for compressor for dry, room-temperature source.						

A COPY OF THIS CHECKLIST SHOULD BE FORWARDED TO THE PRINCIPAL/SITE SUPERVISOR.

Signature of Recipient

Date

During Cold Weather Checklist

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 once the problem has been corrected.

This form should be sent to the district:

- Maintenance Supervisor
 Superintendent
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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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During Cold Weather Checklist

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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.						

A COPY OF THIS COMPLETED CHECKLIST SHOULD BE FORWARDED TO THE PRINCIPAL/SITE SUPERVISOR.

Signature of Recipient

Date