

## Winter Weather Checklist

**By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Almost every building in North America is subject to severe winter weather, such as blizzard conditions, ice storms and severe cold (Arctic Freeze). This is true not only of facilities located in the central and northern portions of the continent, but also has occurred in areas as far south as Florida and Texas. Indeed, loss histories indicate the areas that are most vulnerable to damage are the southern portions of the country because they are not accustomed to long periods of prolonged cold.

For these reasons, it is important that every facility prepare in advance for the possibility of severe winter weather. The following checklist provides a starting point in developing a comprehensive plan to prevent unnecessary losses that can result from winter weather conditions.

<b>SPRINKLER SYSTEMS</b>	<b>YES</b>	<b>NO*</b>
1. Unattended areas inspected hourly or temperature monitored by central station?		
2. Concealed spaces containing piping provided with adequate heat?		
3. Building heat maintained at or above 40°F for areas protected by wet pipe sprinklers?		
4. Solution strength of anti-freeze systems has been checked?		
5. Dry pipe valve enclosures are adequately heated and monitored?		
6. Dry pipe valves are properly set and proper air pressure maintained in the system?		
7. Dry pipe system air pressure electrically supervised or visually inspected daily?		
8. Dry pipe system auxiliary drains and low point drains have been drained?		
<b>WATER SUPPLIES</b>	<b>YES</b>	<b>NO*</b>
1. Fire pump room heat maintained at 40°F (70°F for diesel engine without heater)?		
2. Diesel drivers provided with water jacket heater to maintain temperature of 120°F?		
3. Fire pumps operated weekly?		
4. Water supply reservoirs heated and monitored to maintain temperature over 40°F?		
5. Gravity tank expansion joints and riser boxing in good condition? Any leaks in tank corrected?		
6. Hydrants, valves and fire department connections are accessible and cleared of snow?		
7. Caps for fire hydrants and fire department connections are in place and operate freely?		
8. Fire hydrants are drained and lubricated? (Date completed: _____)		
9. Control valves are open, lubricated and provided with electronic supervision or locked open?		
10. Valve pits are dry and accessible?		
<b>BUILDING FEATURES</b>	<b>YES</b>	<b>NO*</b>
1. Building heating system repairs or annual maintenance scheduled before cold weather?		
2. Heating equipment, combustion controls and safety devices tested for proper operation?		
3. Windows and doors in good repair and properly weather-sealed?		
4. Gutters, downspouts and roof drains are clear?		
5. Roofs visually inspected for water ponding, structural deficiencies, etc.?		
6. Areas subject to freezing provided with non-freeze type fire extinguishers?		
7. Designated individuals authorized to initiate a winter weather alert?		
8. Procedure for monitoring snow depth on roofs and snow removal action plan established?		
9. List of equipment containing water that is to be drained before cold weather?		
10. List of suppliers for portable boilers and/or heating units developed?		
<b>LIST OTHER FEATURES UNIQUE TO YOUR FACILITY</b>	<b>YES</b>	<b>NO*</b>

**\*Any box checked "No" indicates a need for corrective action.**

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