



Winter Preparedness Checklist for Facilities

HVAC

- ◇ Replace filters on equipment
- ◇ Inspect ignition and heating elements
- ◇ Inspect for leaks
- ◇ Check heat pumps
- ◇ Check Blower Operation
- ◇ Inspect electrical connections
- ◇ Clean out drain lines and pans to prevent freezing
- ◇ Test humidity and temperature controls and monitors

Plumbing

- ◇ Check for leaks at all fixtures and piping
- ◇ Ensure pipes are insulated and openings are sealed as needed to prevent bursting and flooding
- ◇ Check operation of valves and shutoffs

Electrical

Generators

- ◇ Ensure proper lubrication and function of moving parts
- ◇ Check leads and electrical hookups
- ◇ On large systems, oil and fuel sampling may be recommended
- ◇ Test generators for operation and switch over before the incident
- ◇ Ensure generators are fueled
- ◇ Ensure proper supply and storage of fuel

Wiring

- ◇ Check for exposed wiring and remediate – especially in areas exposed to freeze and melting
- ◇ Make sure lighting systems are in good order in case of a power outage, this includes checking light bulbs

Other

- ◇ Establish policy on and monitor for space heater usage in offices
- ◇ Ensure fire light and safety systems and processes are up to date

Exterior walkways and spaces

- ◇ Ensure walk-off mats are installed at every entry and exit — These can be purchased and cleaned or leasing and cleaning services also exist
- ◇ Monitor grit and salting before, during, and after a weather event on walkways, paths, sidewalks, patios, and garages
- ◇ Ensure lighting is operational or installed in these spaces to improve visibility
- ◇ Remove and dry-out liquid spills as they occur
- ◇ Ensure you have supply of salt and grit or a reliable vendor that performs the service – when winter events hit supply can dwindle