

PRE-WINTER CHECKLIST



Snow and ice can create picturesque landscapes, but they can also lead to hard-hitting losses. The following checklist is not exhaustive, but covers high-level best practices that can help you get started in mitigating winter weather risks.

VEHICLES

For all vehicles in your fleet, including any non-owned vehicle driven by employees or volunteers:

- Check oil levels and other fluids regularly.
- Check the tire pressure often, and prior to travel.
- Inspect brake pads and batteries, and replace as needed.
- If employee or volunteer drivers require additional winter weather driving training, consider scheduling the Driving Training Simulator, included free with membership.

PEOPLE

For employees and volunteers that must work outdoors during winter weather, ensure the following are in place to avoid frostbite, fatigue, and over-exertion:

- Provide outdoor shelters or heating stations.
- Perform work in shifts to limit outdoor exposure, and schedule shifts for warmer parts of the day.
- Ensure all workers are equipped with proper attire and footwear.
- Provide employees with regular access to warm spaces and warm liquids.

BUILDINGS

Prior to winter weather, address the following areas:

ROOFS

- Know your snow load capacity, and have plans to mitigate excessive snow and ice accumulations, which could result in roof damage or collapse.
- Check for any drafts or leaks, especially around roof edges.
- Remove any overhanging tree limbs that may collapse under the weight of snow and ice.

WINDOWS & DOORS

- Ensure all seals are secure and there are no leaks or cold drafts.
- When winter weather hits, install appropriate door mats. Ensure they stay clean, in good repair, and do not become trip hazards.

BUILDING SYSTEMS

- Inspect and conduct maintenance repairs on the following systems:
 - Electrical
 - HVAC
 - Fire Alarms
 - Fire Suppression Systems
 - Gas Lines, Backup Generators, and Other Power Supplies

THERMOSTATS & PIPES

- Inspect all insulation and locate all emergency water shut-off valves.
- Maintain all thermostats at or above 65 degrees Fahrenheit, especially in vacant buildings.
- Leave a faucet running when temperatures will drop below freezing, especially for pipes in exterior walls, attics, garages, crawlspaces, or basements.

WALKWAYS

- Ensure sidewalks, driveways, and parking lots are in good repair.
- Implement a snow and ice mitigation plan for plowing, shoveling, and deicing to prevent slip and fall accidents.

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