



Checklist

Boiler and Cold Weather Precautions

The heating system in your business is one of your most valuable assets during the winter months. Avoid system failure by using this checklist to assure that your unit is safeguarded. Also, utilize the other cold weather recommendations to keep your customers or tenants and employees safe this winter season.

General Recommendations for Your Heating System	DONE	IN PROGRESS	NOT STARTED
Install new and replace any damaged piping insulation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examine your sprinkler system for damage and malfunction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect the outside dampers to make sure they are working properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As snow falls and temperatures cool, clear ice and snow away from outside vents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make arrangements to get a non-electrical portable heating device in case of a power outage if you do not have access to a generator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Be prepared to supply back-up power to your tracing system (if applicable). Make sure the system is energized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

During a Power Outage	DONE	IN PROGRESS	NOT STARTED
Anticipate power loss (and sags and surges) during severe weather conditions. During a heavy storm, unplug equipment that you do need to have running. If equipment is absolutely necessary, plug it into a surge protector to provide protection. (NOTE: Severe weather can cause power loss and downed wires. When power turns back on, the sudden surge can destroy your equipment since surges are extremely sudden).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check your generators periodically by doing a start-up test and preoperational function tests (if you rely on a generator for back-up power).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Before Cold Temperatures Hit	DONE	IN PROGRESS	NOT STARTED
Close windows, doors and outside dampers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule maintenance checks during storms and cold temperature days.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrange for snow and ice removal around the building premises, including the sidewalks, parking lot and roof.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delegate responsibility for cold weather duties to one or more staff members and devise a system of checks and balances to ensure that they are fulfilling their required duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collect a list of winter weather emergency contacts such as the HVAC contacts, maintenance personnel, snow removal company and utility company. Distribute this list to employees in charge of cold weather duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move stocked items and equipment located in low-lying areas to other areas of your facility for the winter months since severe weather can cause flooding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>