

IS YOUR FACILITY READY FOR THE WINTER WEATHER?

A CHECKLIST:

Is the building temperature set at least 55 degrees?

Anything less increases the risk of pipe freezing, including the automatic fire suppression systems

Are there any poorly insulated areas in your facilities that are at a high risk for freezing?

Such as unheated basements, stairwells, sally ports, utility rooms, and attics

Are all key personnel aware of water shut off locations?

Are all walkways and transition areas being properly maintained to prevent icy surfaces, which can lead to slips, trips, and falls?

Is water draining from the roof freely, creating ice dams?

Is someone tracking snow load to prevent any roof collapses from occurring?

Are space heaters allowed in your facilities? If so:

Are they plugged directly into a wall outlet?

At least 3 feet from combustibles?

Have an automatic shut-off?

Turn off if they happen to tip over?

Are there "shut down" procedures in place for holiday closures?

Are all non-essential computers, monitors, printers, scanners, and other peripherals turned off?

Are all power strips being used for non-essential equipment turned off?

Is all display case lighting turned off?

Are all windows closed and locked?

Are all the blinds pulled down?

Are all thermostats turned down to at least 60 degrees?

Have all water fountains, faucets, showers, and toilets been inspected for leaks?

