



IS YOUR FACILITY READY FOR THE WINTER WEATHER?

CHECKLIST:

- Is the building temperature set to 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 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 collapse 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?
- Are all display case lighting fixtures 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?

