

COLD WEATHER CHECKLIST



Boilers & Heating Systems:

- Are all boilers/heating systems inspected annually and is inspection conducted by a qualified professional?
- Is there an adequate supply of fuel on site just prior to and during cold weather?
- Is there a back-up fuel system?
- Is there a minimum 3 ft. clearance maintained between heating units and combustible materials, such as stored materials, wood walls, floors and roofs?

Water Lines:

- Is water shut off to outside spigots and are the spigots opened?
- Are water hoses detached, drained and coiled?
- Are pipes that are prone to freezing insulated or wrapped with heat tape (UL Listed)?

Church Buildings:

- Are steps, handrails and ramps in good shape?
- Are gutters and downspouts secured to the building and clear of leaves/debris?
- Have sewer drains located around the grounds (walkways, parking lots) been kept clean of debris?
- Check doors and windows for drafts. Does weather stripping need to be replaced?
- Have you tested all smoke and carbon monoxide detectors and replaced all batteries?
- Are thermostat settings set at or above the "occupied/active" standard of 68°, especially if the building is to be unoccupied for several days? Setting should be increased above standard during most extreme periods (prolonged temperatures of 5-10 degrees or below, or sub-zero temperatures for any length of time).
- Is there a plan for staff or contractors to safely remove snow and ice from rooftop?
- Are all vacant/unoccupied buildings properly winterized? Failure to do so could void coverage in the event of a loss.
- Has the dryer vent tubing been cleaned?

Personnel and Procedures:

- Is there a person designated to check property on a daily basis during the cold season?
- Is there an adequate stock of emergency materials such as salt, warning cones and floor mats?
- Is snow removal equipment in working order?
- Is there a process for the cancellation of church activities?
- Is there an updated emergency phone list for snow removal, service, repair, utilities and weather stations?
- If using a service for snow or ice removal, do you have current certificates of insurance and signed hold harmless agreements on file?