



**ZURICH**

## **OPERATION WINTERIZE**

As the seasons change and cold weather approaches, it is important to address key maintenance responsibilities and take various precautions NOW. With adequate preparation and close monitoring of weather conditions, cold-weather damage can often be eliminated or reduced. In addition to freezing of sprinkler systems, low temperatures can damage boilers, compressors, steam piping and heating and cooling systems. Ice dams, which form on roofs and gutters, often cause major structural damage to buildings. To help you develop a winter safety plan for your buildings, walkways and parking lots, we've developed this handy checklist.

### **Pre-Cold Weather Planning**

- Locate and mark all fire protection and water supply cut-off valves so they can be quickly shut-off in the case of a pipe break.
- Keep a list of applicable contractors and phone numbers handy in the event of a problem. Suggested emergency contractor list includes:
  - Snow Removal
  - Plumber
  - Electrician
  - Tree Removal
  - Roofing
  - Sprinkler Repair
  - Gutter Repair
  - Heating System Contractor
- Survey the facility for potential cold spots, such as loading docks & attics. Where necessary, add insulation and ensure that doors close properly. Insulate building pipes to protect against freezing.
- Portable heating units may be necessary in some instances but exercise proper care; proper use of insulation should be the first choice.
- Check roof drains and gutters to prevent backup and ponding of water or ice. Make sure the roof gutters are cleaned of fall foliage.
- Pre-arrange with a snow removal contractor to have snow removed from roofs and parking lots after a snowstorm.
- Check the fuel supply for the heating system and emergency equipment (vehicles, portable heaters, etc.).

### **Parking Lots/Sidewalks/Entrances**

After each snow storm...

- Clear parking lots as often as necessary to allow traffic to flow.
- Salt parking lots as often as necessary to help prevent slips and skids.
- Clear sidewalks before workers begin to arrive for work and again before they leave for the day.
- Salt sidewalks, steps and entrances to help prevent slips and falls.
- Keep entrances inside the premises dry to help prevent slips & falls.

While we can't control the weather, we can take action to help prevent or reduce costly damage and repairs. These recommendations are not all-inclusive but a guide to some of the most common problems that arise during cold weather.

The information in this publication was compiled from sources believed to be reliable. Zurich North America Small Business and Zurich Services Corporation makes no guarantee of results and assumes no liability in connection with the information, methods or safety suggestions contained therein. Moreover, it cannot be assumed that every acceptable safety and compliance procedure is contained herein or that abnormal or unusual circumstances may not warrant or require additional procedures.