

Checklist completed by: _____
Name, Title

Date: _____

During Winter Storm Event

- Follow the local weather forecasts for situation developments and road closures.
- Keep all employees posted on the status of the storm.
- Position all heaters, snow blowers, generators, and cold-weather equipment that may be needed so they can be easily and safely reached when you need them.
- Keep walkways, doorways, and parking lots clear of snow and ice.
- Keep all fire hydrants, fire protection control valves, fire pump houses, and any important signage clear of snow and ice.
- Open water faucets slightly to let them drip to keep water flowing through the pipes that are vulnerable to freezing. Ice may still form, but the open faucet helps prevent the pipe from bursting by allowing relief for any built-up pressure.
- Provide mats or rugs as needed to prevent tracking snow and ice that can lead to slips and falls.
- Keep HVAC heat pumps and condensing units clear of snow and ice.
- Keep roof vents and exhaust pipes clear of snow and ice.
- Keep roof drains and gutters clear of snow and ice.
- Perform snow removal if there is a large accumulation of snow, excessive drifting, or ice buildup on the roof.

Immediately After Winter Storm Event

- Perform a building inspection (interior and exterior) to determine if any damage has occurred.
- Watch for potential flooding. Melting snow becomes runoff if the ground is frozen.
- Ensure all heating systems are working and all water pipes are intact.
- Safely clear away snow to prevent flooding or icing.
- Eliminate icicles that could cause damage to property or people.
- Notify employees of any changes in parking or operating hours.