



Winter Preparedness Checklist - Property

Instructions

The completion of this form is the responsibility of the building/facility manager, though this responsibility may be delegated to an authorised employee. Where the response to a particular item is unsatisfactory an item number should be allocated in the box under the heading 'Action' and then detailed on the 'Corrective Action Report'.

On completion, the form, together with details of the action taken, should be kept for reference. If the item cannot be rectified immediately the appropriate personnel should be consulted. Any unsolved items or queries should be referred to a Protector Risk Engineer.

Not all sections of this checklist will be appropriate for all types of business / occupancy and so the form should be tailored to meet specific needs.

Department	
Name of Auditor	
Date	

		Yes/No	Action
Heating Systems			
1	Is heating provided to ensure an adequate temperature (minimum 4°C) is maintained in all areas?		
2	Have all heating systems been inspected and maintained as per the maintenance contract?		
3	Are frost thermostats provided, and have they been tested?		
4	Have heat tracing systems been checked to ensure they are operating properly?		

Escape of Water			
5	Where adequate heating is not provided, or in unheated areas, are water tanks and pipes lagged?		
6	Is the lagging in good condition?		
7	Are external taps protected against frost with insulation?		
8	Is there a building plan available that highlights the location of stopcocks in the event of an emergency?		
9	If appropriate, have all water loss detection alarms been tested?		
Building Maintenance			
10	Have all buildings been inspected to ensure they are in good order?		
11	Are gutters and rainwater downpipes clear of fallen leaves and debris?		
12	Have drains been inspected and cleared?		
13	Have nearby trees been inspected, with any unsafe trees or branches removed?		
14	Are arrangements in place for prompt removal of snow?		
Sprinkler Systems			
15	Are sprinkler/pump maintenance records up to date?		
16	If there is an alternate installation, has this been switched to air and drained ahead of the winter months?		
17	Are all areas of a wet pipe system maintained above 4°C, including concealed spaces and along exterior walls?		
18	Is heating provided within the pump room and to sprinkler valve enclosures?		
19	Are water tanks heated or temperature alarmed?		
Unoccupied Buildings			
20	Have all water pipes, tanks and heating systems been drained?		
21	Have water supplies been disconnected?		
22	If the building is temporarily unoccupied, is adequate heating provided?		
Flood			
23	Are all basement areas provided with adequate drainage?		
24	Where required have sump pumps been installed and tested?		
25	Where practical, has stock, machinery and other contents susceptible to water damage, been raised?		

Corrective Action Report

Department	
Name of Auditor	
Date	

Item	Hazard Identified	Action Required	Date Completed

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