WINTER FACILITY READINESS CHECKLIST

Pre-Winter Building Prep

Location: ..... Season: ..... Completed by: .....

TASK	STATUS	DONE BY /DATE
Roof inspected; debris cleared and drains, scuppers, and gutters flowing.		
Downspouts discharge away from walkways and entrances (no ice paths).		
Heating system serviced and switched over from cooling by a qualified technician.		
HVAC filters changed and outdoor air dampers checked for proper closure.		
Rooftop units checked: panels secured, heat exchangers inspected, burners firing.		
Exterior doors close and latch fully; weatherstripping and door sweeps intact.		
Gaps around pipes, vents, and wall penetrations sealed against drafts.		
Thermostats set and programmed; minimum night setback set to prevent freezing.		
Snow removal and ice melt contractor confirmed in writing, with trigger depth.		
Ice melt, shovels, and slip mats stocked before the first storm.		
Additional Task:		

Instructions:

Finish this page before the first hard freeze. Most winter damage is decided in the fall: a clogged roof drain, a heater nobody tested, or a snow contract that was never signed. Confirm every item in writing — a verbal promise does not plow a parking lot at 5 a.m.

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WINTER FACILITY READINESS CHECKLIST

Freeze Protection & Plumbing

Location: ..... Date: ..... Checked by: .....

TASK	STATUS	CHECKED BY /DATE
Pipes in unheated spaces (attics, crawl spaces, exterior walls) insulated or heat-traced.		
Heat tape plugged in, powered, and working where installed.		
Exterior hose bibbs shut off inside, drained, and hoses disconnected.		
Irrigation system shut off and blown out.		
Backflow preventers drained or insulated and enclosed per the manufacturer.		
Dry-pipe sprinkler low-point drains drained by the fire sprinkler contractor.		
Areas with wet sprinkler piping kept at 40°F or above.		
Walk-in cooler and freezer door heaters and door gaskets working; no ice at the frame.		
Main water shutoff location marked and accessible; staff know where it is.		
Mechanical room and water heater area heated and free of drafts.		
Additional Task:		

Instructions:

A frozen pipe can flood a building in an hour and shut a location down for days. Water lines in unheated spaces, backflow preventers, and sprinkler piping are the usual failures. Never let sprinkler areas drop below 40°F, and make sure every shift can find the main water shutoff.

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WINTER FACILITY READINESS CHECKLIST

Snow, Ice & Exterior Safety

Week of: ..... Location: ..... Checked by: .....

TASK	MON	TUE	WED	THU	FRI	SAT	SUN
Entrances, walkways, and ramps cleared of snow and ice before opening.							
Ice melt applied to entrances, steps, and walkways; reapplied after refreeze.							
Slip-resistant entrance mats down, flat, and not soaked through.							
Wet floor signs out at every entrance during snow and slush.							
Parking lot plowed; drive lanes, accessible spaces, and fire lanes clear.							
Fire hydrants, fire department connections, and exit doors cleared of snow.							
Parking lot and walkway lighting working, especially in early dark hours.							
Snow piles kept clear of sight lines, drains, and pedestrian routes.							
Icicles and snow overhangs above entrances removed or area cordoned off.							
Delivery and back-door areas clear for staff and vendors.							
Additional Task:							

Instructions:

OSHA's walking-working surfaces rule requires surfaces kept free of hazards like snow and ice. Clear and treat entrances before the doors open, not after the first fall. Keep exits, hydrants, and fire lanes clear — they are emergency routes, not snow storage.

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WINTER FACILITY READINESS CHECKLIST

Cold-Weather Emergency Plan & Records

Location: ..... Date: ..... Signed by: .....

TASK	STATUS
Backup generator tested under load and fuel level checked.	
Portable generators used outdoors only, away from doors, windows, and vents.	
Power-outage plan posted: who to call and when to close.	
Cooler and freezer temperatures logged during outages; TCS food above 41°F handled per health code.	
Emergency contacts posted: utilities, plumber, HVAC, snow contractor, and restoration company.	
Flashlights, batteries, and first aid supplies stocked and working.	
Staff briefed on closure calls, late openings, and safe travel.	
Snow removal visits, ice melt applications, and incidents logged with date and time.	
Freeze-ups, leaks, and storm damage reported and tracked to repair.	
Additional Task:	

Instructions:

Decide before the storm who closes the location, who checks the building, and who calls the contractors. Run portable generators outdoors only — carbon monoxide kills. Log every plow visit and ice melt application; that record is your best defense in a slip-and-fall claim.

Date:

.....

Signature of Manager

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