



# CHECKLIST: PROPERTY WINTERIZATION

## Winter-Proof Your Commercial Property

---

### 1. INSPECT & MAINTAIN YOUR HEATING SYSTEM

- Professional HVAC Inspection:** Have your heating system professionally inspected
- Change Air Filters:** Change filters regularly to maintain air quality and efficiency
- Test Thermostats:** Ensure that thermostats are working correctly and set them to appropriate temperatures

---

### 2. INSULATE VULNERABLE AREAS

- Insulate Pipes:** Insulate pipes with foam sleeves or heat tapes
- Seal Windows and Doors:** Use weather stripping or caulking to seal any gaps
- Insulate the Roof and Attic**

---

### 3. INSPECT THE ROOF & GUTTERS

- Clear Debris from Gutters and Downspouts:** Clean out gutters and ensure downspouts are directing water away from the foundation
- Inspect the Roof for Damage:** Repair any damage to prevent leaks
- Install Roof Heating Cables:** In areas prone to heavy snowfall, install roof heating cables

---

### 4. ENSURE PROPER DRAINAGE

- Check Drainage Grates:** Remove leaves and debris from drainage grates
- Inspect the Slope of Your Landscaping**
- Check Basement Sump Pumps**

---

### 5. PREPARE FOR SNOW & ICE MANAGEMENT

- Hire a Snow Removal Service**
- Stock Ice Melt and Sand**
- Install Anti-Slip Mats**

---

### 6. INSPECT FIRE & SAFETY SYSTEMS

- Test Fire Alarms and Smoke Detectors**
- Inspect Fire Extinguishers:** All fire extinguishers must be in working condition
- Service Fire Suppression Systems:** Schedule a service check before the winter season
- Check Emergency Exits:** All emergency exits must be accessible and free of obstructions

---

### 7. DEVELOP A WINTER EMERGENCY PLAN

- Create a Snow Removal and Ice Prevention Plan**
- Prepare for Power Outages**
- Communicate with Tenants and Employees:** Keep lines of communication open with tenants and employees