



## Winter Weather Checklist

### ACTIONS TO PREVENT FREEZING

#### GENERAL

Establish a monitoring function during the winter months and identify a responsible person to undertake this task. [ ]

Drain all equipment that carries water or is susceptible to freezing in all vacant areas or those that have history of past freezing. [ ]

For unattended buildings, provide a supervised alarm system to monitor power supply and buildings temperatures. [ ]

Consider draining the water system if the building will be unoccupied for a prolonged period. [ ]

Consideration should be given to how ice plugged pipes will be thawed (e.g. hot air blowers)  
DO NOT expose pipes to open or naked flames. [ ]

#### BUILDING

Ensure all building areas are maintained at a minimum temperature of 4°C\*\*. [ ]

Check all drainage channels (downspouts/gutters etc) are clear of debris. [ ]

Monitor the temperature of all rooms and spaces and ensure heat can be applied safely to these areas if needed. [ ]

#### EQUIPMENT

Safeguard all boilers against freezing and drain down any idle boilers. [ ]

Locate and ensure operability of the master shut off valve controlling water supplies to the building. [ ]

Protect sprinkler systems to make these winter safe, particular in cold areas (attics, lofts etc), these should be at 4°C\*\* or higher. [ ]

## DURING FREEZING CONDITIONS

### GENERAL

- Monitor at least daily cold temperatures and forecasts. [ ]
- Ensure heat is maintained in cold vulnerable areas during all times. [ ]
- Consider and continually monitor the possibility of the entire building losing heating capabilities. [ ]

### BUILDING

- Clear roof drains of ice in a safe manner. [ ]
- Monitor the amount of snow on the roof and clear it before accumulations reach unsafe levels.  
Engage specialist companies to perform this if necessary. [ ]

### EQUIPMENT

- Check heat-tracing systems to make sure all operate adequately. [ ]
- Do not use naked flames to thaw ice plugged pipes and equipment. [ ]
- For all gravity and suction tanks maintain water temperatures above 4°C\*\*. [ ]
- Check all sprinkler systems regularly to make sure they are ice-free. [ ]
- Keep all fire protection-related equipment free of snow and ice for easy access. [ ]
- Maintain a temperature above 4°C\*\* in rooms with dry-pipe sprinkler system valves and fire pumps. [ ]

Consider installing water leak detection systems. The cost of these products are minimal when compared to the cost and inconvenience suffered following an escape of water incident.

\*\*Please be aware your insurer may stipulate a higher temperature.

**For more information, please telephone us on 01736 360808 or email: [croweinsurances@btconnect.com](mailto:croweinsurances@btconnect.com)**

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Registered Address: 64 Morrab Road, Penzance, Cornwall TR18 2QT  
Registered in England No: 7888275

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