



## Preparing Your District Property for Winter

- Check roofs
  - Check for evidence of leaks
  - Look for standing water, bubbles or tears and cracks in roof covers
  - Check for gaps or broken roof flashing
  - Clear debris on roofs and in gutters and downspouts
  - Check gutters and downspouts for leaks and ensure they are secure to the building.
  - Have a plan to respond to roof leaks
    - Stock any necessary repair materials
    - Review tasks and responsibilities with staff
- Clear gutters and storm drains around campus to prevent flooding
- Check electrical
  - What is the plan for an electrical failure?
  - Review the correct way to turn off electrical hazards in flooding zones
- Visually inspect window seals
- Ensure that emergency equipment has been serviced and is properly fueled and lubricated.
  - Emergency equipment may include backup generators, wet vacs, sump pumps
- Trim overhanging trees. Remove dead trees or dead limbs.
- If you have pipes that are exposed to cold air, interior and exterior, make sure they are fitted with proper insulation.
- Winterize sprinkler systems according to the manufacturer's recommendations. Blowing out excess water with a compressor may be the best way to prevent frozen and broken pipes.