

Safeguard Properties Winterization Checklist & Documentation Sheet

It is important for each contractor to provide photo documentation which supports each step during the winterization process. You must provide and illustrate in-depth photos which highlight each step on the Winterization Checklist. This will be required for all initial service orders and all winterization orders in order to receive payment. If you have any questions, please reference Memo # 1922 which provides direction on the winterization process.

Property Address: _____ Contractor Code: _____ Crew ID: _____ Employee's Name: _____ Date: ____/____/____	Utilities: Meter Reading <input type="checkbox"/> Water: On / Off <input type="checkbox"/> Water: Well/City <input type="checkbox"/> Electric: On / Off <input type="checkbox"/> Gas: On / Off
Broker Contacted? Yes / No Broker Maintaining Utilities? Yes / No # of Units? _____ System Type? Dry / Steam / Radiant	Property Frozen on Arrival? Yes / No -If Yes, provide a detailed description: _____ _____ _____

Document any pre-existing plumbing system and/or water damages the property: _____

I. Disconnecting Water Supply —

- Shut water off at curb
- Install zip tie correctly on main shut off valve
- Water meter disconnected? Yes / No
- Main water line plugged? Yes / No
- Photo documentation of the above? Yes / No

II. Draining the System —

- Shut off gas or electric to water heater
- Drain water heater, outside or floor drain
- Drain well or holding tanks, if applicable
- Disconnect electric to well pump, if applicable
- Clean all toilets
- Drain all toilet tanks and bowls
- Photo documentation of all the above? Yes / No

III. Blowing the Lines —

- Close all faucets and valves
- Attach compressor (5 gallon or 3.8 CFM) to power source
- Inline pressure gauge w/ min. 100 PSI attached to compressor
- Connection to washer box/ext. spigot/water heater
- Open one faucet valve at a time, hot then cold
- Did air/water come out of every faucet/valve?
- Is all water out of the system? Yes / No
- Photo documentation of all the above? Yes / No

IV. Pressure Test System —

- Close all faucets and valves
 - All water is drained from system
 - Visible breaks in plumbing? Yes / No
 - Build pressure to 60 PSI showing Before, During, and After
 - Pressure held continuously for 15 Minutes? (Thumbs Up/Down*)
- (* If the pressure drops below 60 at any time, the pressure test fails and needs to be updated as failed. If failed, provide detail:

- Photo documentation of the above? Yes / No

V. Adding Anti-Freeze —

- Add anti-freeze to all toilets, bowls and tanks
- Add anti-freeze to all sink P-traps
- Add anti-freeze to all shower and/or tub P-traps
- Add anti-freeze to all floor drains
- Add anti-freeze to dishwasher drain
- Photo documentation of all the above? Yes / No

VI. Stickers —

- ** No winterization sticker on door. ****
- Neon orange/green winterization sticker affixed on all:
 - Toilets
 - Showers and Tubs
 - Water Heater
 - Water Meter
 - Dishwasher
 - Sinks
- Yellowish green utility winterization sticker on breaker box after switching to off position (if applicable)
- Toilet wrap installed on all toilets
- Photo documentation of all of the above? Yes / No

VII. Follow Work Order Instruction If —

- There is a fire suppression system
- There is a lawn sprinkler system
- There are unusual circumstances
- Photo documentation of all of the above? Yes / No

VIII. If Radiant or Steam Heating System —

- Drain Boiler
- Loosen bleeder pins to allow draining
- Drain expansion tank
- Blow heating loops
- Pressure test heating system
- Winterization sticker on boiler
- Photo documentation of all the above? Yes / No

By signing and dating the below, I take full responsibility for the accuracy and workmanship for completing and documenting a proper winterization. As a qualified individual to perform a proper winterization, I have photo documented the entire winterization process to support all items are completed per Safeguard Properties guidelines and all supporting documentation for damages and estimates/bids are accurate. I understand that any missed, false and/or inaccurate information will result in total ownership of the plumbing system and all repairs to the system will be at my cost to achieve a sound certified working plumbing system.

Signature: _____ **Date:** ____/____/____