Safeguard Properties DeWinterization Checklist & Documentation Sheet

It is important for each contractor to provide photo documentation which supports each step during the dewinterization process. You must provide and illustrate in-depth photos which highlight each step on the dewinterization Checklist. This will be required for all initial service orders and all dewinterization orders in order to receive payment.

<table>
<thead>
<tr>
<th>Property Address:</th>
<th>Utilities: Meter Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor Code:</td>
<td>□ Water: On / Off</td>
</tr>
<tr>
<td>Crew ID:</td>
<td>□ Water: Well/City</td>
</tr>
<tr>
<td>Employee’s Name:</td>
<td>□ Electric: On / Off</td>
</tr>
<tr>
<td>Date:</td>
<td>□ Gas: On / Off</td>
</tr>
<tr>
<td></td>
<td>______________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Broker Contacted?</th>
<th>Yes / No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broker Maintaining Utilities?</td>
<td>Yes / No</td>
</tr>
<tr>
<td># of Units?</td>
<td>__________</td>
</tr>
<tr>
<td>System Type?</td>
<td>Dry / Steam / Radiant</td>
</tr>
<tr>
<td>Date:</td>
<td>__ / __ / _____</td>
</tr>
</tbody>
</table>

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

I. Pressure Test the System —
- □ Make sure all water is drained from the system
- □ Close all faucet and valves
- □ Build pressure to 60 PSI
- □ Did the pressure hold for 15 mins? Yes / No
- □ (*) 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 all the above? Yes / No

II. Turn on Water Supply —
- □ Unplug main water feed line
- □ Connect the water meter
- □ Turn water on at curb
- □ Remove zip tie on main shut off valve
- □ Photo documentation of the above? Yes / No

III. Fill the System —
- □ Turn on gas or electric to Water Heater
- □ Open all faucets and valves; is water flowing? Yes / No
- □ Fill water heater
- □ Ignite pilot light on water heater
- □ Fill well/holding tanks, if applicable
- □ Connect electric to well pump, if applicable
- □ Fill all toilet tanks and bowls
- □ All air been removed from the system? Yes / No
- □ Set thermostat to 55 degrees?
  □ Photo documentation of the above? Yes / No

IV. Removing Anti-Freeze —
- □ Flush anti-freeze to all toilets, bowls and tanks
- □ Flush anti-freeze to all sink P-traps
- □ Flush anti-freeze to all shower and/or tub P-traps
- □ Flush anti-freeze to all floor drains
  □ Photo documentation of all the above? Yes / No

V. Winterization Sticker and Wrap Removals —
- □ ** No winterization sticker on door. **
  □ Remove Winterization stickers from all toilets
  □ Remove Winterization stickers from all tubs/showers
  □ Remove Winterization wrap from all toilets
  □ Remove Winterization stickers from water heater
  □ Remove Winterization stickers from water meter
  □ Remove Winterization stickers from dishwasher
  □ Remove Winterization stickers from all sinks
  □ Photo documentation of the above? Yes / No

VI. If Radiant or Steam Heating System —
- □ Pressure test the heating system
  □ Fill boiler
  □ Tighten bleeder pins
  □ Fill expansion tank
  □ Fill heating loops
  □ Light boiler
  □ Remove winterization sticker from boiler
  □ Photo documentation of 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 dewinterization. As a qualified individual to perform a proper dewinterization, I have photo documented the entire dewinterization 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: __ / __ / ________

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