

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.

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. 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:** ___/___/___