



**PLEASE JOIN US FOR A WEBINAR**  
**Thursday October 22, 2020**  
**1:00 p.m.- 2:00 p.m**



**Property Protection Advisory Checklist**

As we all continue to respond to the COVID-19 outbreak, please take a moment to plan for securing and monitoring municipal properties and schools subject to closure. Given the fluid nature of the COVID-19 response, it is likely that some municipal properties will be closed while others may be open for cleaning services or operating with a partial staff.

Make sure the property is properly prepared for the closure period and that provisions are made to monitor the property much the way you would with closures for school vacations and extended holidays.

Although we are likely past the risk of low temperature freeze-ups, a client recently suffered a major property loss due to a failed third floor water line which occurred overnight. Unfortunately, mechanical failures can occur at any time.

Below are some basic checklist items to review:

- Set heat setbacks to a seasonal level to prevent freezing
- Properly close and secure all doors and windows
- Prepare a plan to have staff perform walk throughs during the closure period
  - Provide list of the key shut-offs
- Check water connections that show signs of deterioration or leaks
  - If possible, pro-actively turn off that area until normal activities are resumed
- If you have remote detection or sensor technologies, please ensure that your devices have a full battery charge
- Check and test sump pumps

Thank you for your consideration of these facility management best practices as we all work through the serious challenges created by COVID-19. If you have any questions or need additional clarification on any of these topics, please feel free to reach out to your MIIA Risk Manager.

Massachusetts Interlocal Insurance Association, An Interlocal Service of the Massachusetts Municipal Association  
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**Join us for a Rewards Webinar on**  
**Property Best Practices**

**Thursday, October 22, 2020**

Register [here](#)

To receive MIIA Rewards credit you must attend the entire webinar. Please use your municipal email to register

Rich Afrikan MIIA Member Services Risk Manager will address property focused topics from the perspective of the MIIA Rewards Program. Among the topics addressed will be:

- Property Best Practices
- Matrix Rewards Eligible Best Practices
- Building Specific Loss Prevention & Response Plan
- Roof Inspections
- Water Loss by Mechanical Failure Prevention
- Building Self-Inspections
- Unit Ventilators
- Thermography Inspections
- School Facilities Protection before and during a winter closure

Participants will get an overview of the Property Category of the MIIA Rewards Program and will have an opportunity to ask questions.

**Presenter:**

Richard Afrikan, MIIA Member Services Risk Manager

*Participants in this webinar will be eligible for .25% off of their renewal premium in the Property category of the FY21 MIIA Rewards Program*