



School Winter Closure Facilities Protection Checklist

Use the **School Facilities Protection Best Practices Before and During a Winter Closure** document as a guide. Fully completed checklists will earn .25% in rewards credits under the property line of insurance.

Date of Inspection: _____

School Location: _____

Item	Best Practice	Member Response
Heat Setbacks	Ensure heat setbacks are set to a seasonal level to prevent freezing. Recommended 55 to 58 degrees	
Doors and Windows	Conduct a walkthrough and ensure all doors and windows are fully closed and secured.	
Walkthroughs	Prepare a plan for staff walkthroughs of buildings during the closure period.	
Key Shut-offs	List/map of key shut-offs have been given to appropriate people.	
Vendor and Emergency Contacts	Vendor and other emergency contact information has been provided to appropriate people.	
Water Line Inspections	Inspections of water feeds has been conducted and corrective actions taken as needed. Identify any water that has been shut off and/ or drained.	
Sump Pumps	Sump pumps have been tested and are working properly.	
Remote Sensor Technology	Remote sensors have been checked for battery charge and contact lists have been reviewed/ updated.	