



## Cold Weather Guidelines

### Eliminate Risk of Frozen Pipes and Sprinklers

#### Pre-Loss Preparation

- Dry Sprinkler System Inspections (Fall)
  - Proper Sloping – identify all low points in the dry pipe system (Best Practice – every 5 years)
  - Drainage – identify drains (drum drips) at each low point
  - Create schematic diagram of all low point drains
  - Evacuation – remove water from all low point drains
- Water Shut-offs – identify the location of the main water and sprinkler shut-off valves and how to turn them off prior to an expected weather event.
- Heating System – ensure boilers and heating systems are functioning properly and that HVAC setbacks are disabled
- Doors, Windows, & Other Openings – verify exterior doors, windows and other openings are closed. (AHU/UV outside air dampers, rooftop hatches, pipe chases, etc.) Interior classrooms or office doors should be left open to ensure even distribution of warm air throughout the building.
- Containment/Clean-Up Equipment – Verify that necessary clean-up tools and equipment are on hand and available.
- Heating & Inspection Strategy
  - Increase overall heat level within building
  - Over-ride night-time set-backs
  - Open cabinets under sinks
  - Increase heat in sprinkler riser rooms
  - Temporary heating in areas of known vulnerability
  - After hours inspection and building walk-throughs

#### Post-Loss Response

- Safety – ensure no new hazards are created (slippery floors, pooling of water near electrical equipment, etc.)
- Water Shut-Offs – turn off water mains and sprinkler shut-off valves as necessary. If the shut-off valves are inoperable, notify insert name