



Facilities Management

System Maintenance

As winter sets in, municipal administrators and facility managers must remain vigilant about the potential risks to critical building systems. Proper maintenance of HVAC, plumbing, security systems, and NFPA sprinkler systems is essential to ensuring the continued safety, efficiency, and functionality of municipal facilities. The cold months bring particular challenges, such as freezing pipes, system malfunctions, and increased energy demands.



Loss Lessons Learned: Inadequate system maintenance, especially during winter, can lead to costly repairs and operational disruptions. Common issues include HVAC malfunctions, frozen pipes, and security system failures due to lack of regular inspections. These losses are preventable with routine maintenance and proactive upkeep.

Steps to Protect Your Facilities: To best help you prepare your facilities, MIIA has developed a comprehensive [Technical Guidance Document](#) that outlines essential system maintenance steps to mitigate these risks. The guidance provides clear instructions for maintenance action, including:

- Inspect and calibrate HVAC systems for winter performance, checking for wear and replacing air filters and belts for applicable devices as needed.
- Inspect and insulate exposed pipes, and drain water supply lines to unoccupied areas to prevent freeze-ups.
- Test all security systems, including alarms and cameras, ensuring they are operational and checking batteries and power supplies.
- Inspect sprinkler systems, focusing on dry systems and low point drains, ensuring proper maintenance and marking to prevent freezing.

For complete details on the steps to protect your facilities, please refer to the linked [Technical Guidance Document](#). In addition, some of these practices may be eligible for MIIA Rewards credit, and the tools may be eligible for a MIIA Risk Management or Flex Grant. Please discuss with your Risk Manager for further details.

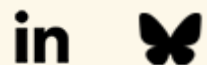
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