



Pre-Winter Checklist

Areas of Concern	Comments /	Condition	Repair Date
<i>Buildings</i>			
Any loose/missing siding/shingles replaced?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
Have there been any lower/higher roofs added?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
Any canopies or covered walkways added?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
Consider effects of sliding/drifted snow?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
Roofs retrofitted with additional insulation?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
If so, consider snow loads / dead loads.	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
Solar panel, mechanical equipment been added?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
Other roof projections been added?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
Check to assure it can withstand additional sliding.	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
Consider snow loads / dead loads.	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
Do roofs slope toward internal drains?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
Is there ponding of water?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
If so, repair and/or add drainage.	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
Are all drains, gutters and downspouts debris-free?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
If not, should be cleaned and kept clear.	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
Can visual exams of roof structure be made?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
Is there sagging or misalignment?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
Any corroded, cracked or buckled steel members?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
Any split or rotted timber members?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
Any cracked or spalled concrete members?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
If these conditions exist, retain qualified engineer.	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
Any broken or cracked windows?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
Are building entrance doors properly closing?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
Are heat tapes operational? (if any)	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /

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General		
Do emergency plans include contractors?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair	/ /
Do emergency plans address frozen pipes?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair	/ /
Including snow / ice accumulations on roofs?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair	/ /
Have heating systems been examined/serviced?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair	/ /
Are they in proper working order?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair	/ /
Parking Areas		
Potholes, cracks, unlevel areas repaired?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair	/ /
Lighting adequate, no dark/shadowy areas?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair	/ /
Overgrown shrubs in parking areas trimmed?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair	/ /
Any abandoned autos, tagged and removed?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair	/ /
Plumbing		
Area valves for outside hose bibs closed / drained?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair	/ /
Is plumbing piping insulated to prevent freezing?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair	/ /
Pool and Pool Areas	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair	/ /
Equipment properly stored?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair	/ /
Filter equipment cleaned?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair	/ /
Pool chemicals properly stored or removed?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair	/ /
Filter equipment purged?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair	/ /
Equipment room or building properly secured?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair	/ /
Checked by licensed plumber/contractor?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair	/ /
Pool furniture – properly stored?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair	/ /
Perimeter fencing checked and secured?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair	/ /
Lighting checked?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair	/ /
Private Fire Hydrants		
Condition – Keep clear of snow and drained.	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair	/ /
Snow Markers.	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair	/ /
Sidewalks	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair	/ /
Surface review for any cracks or defects?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair	/ /

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<i>Snow Removal</i>			
Contractors in place?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
Contracts reviewed by legal counsel?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
Certificates of Insurance secured?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
COI maintained on file?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
Proper servicing of removal equipment?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
<i>Steps and Railings</i>			
Are in good condition and properly secured?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
Adequate supply of salt/sand?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
Is there a winter ice control program in place?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
<i>Tree Condition</i>			
Trees – properly trimmed in fall?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
Dead/damaged tree limbs properly removed?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
Expensive shrubs properly protected?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
<i>Underground Lawn Sprinkler Systems</i>			
Purging of system	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /
Winterized – checked by licensed contractor?	/ <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair		/ /

Additional Comments:
