Winter Break Checklist

Please request that a house mother/director, local house corporation or property management team volunteer or collegiate chapter officer complete the steps outlined in the checklist, sign it and return it to the appropriate individual to confirm preparations have been made for the school break. This form is for chapter use; please do not return this form to HRH/Kirklin & Co., LLC.

☐ Complete routine maintenance on furnace/boiler
   HVAC Contractor: __________________________
   Date Completed: __________________________

☐ Ensure furnace is on and thermostat is set at or above 60 degrees

☐ Ensure all hoses are removed from exterior water spigots/faucets

☐ Drain water lines in lawn sprinkler system where appropriate

☐ In extreme cold weather, open the indoor faucets slightly to allow water to trickle, as moving water does not freeze as easily

☐ Leave the doors to cabinets that contain water lines open, this will allow heat to enter the area

☐ Inspect all rooms

☐ Ensure all non-essential appliances and electronics have been unplugged

☐ Caretaker selected or hired to complete daily inspections:
   Name: ________________________________
   Telephone #: __________________________
   Requirements:
   • Daily walk-through to confirm no loss has occurred
   • Ensure furnace is operating
   • Ensure premise is secure
   • Remove any snow, ice or debris which may create hazard

☐ Caretaker provided with:

1. A Master Key
   The key should allow access all areas of the house including individual rooms.

2. Alumnae/Alumni House Corporation Contact
   Name: ________________________________
   Telephone #: __________________________

3. Emergency Response Contact
   Name: ________________________________
   Telephone #: __________________________

4. Emergency Repair Company options
   Service Master 1-800-RESPOND
   ServPro 1-800-SERVPRO

-Continued on next page-
Secure Chapter house and lock all valuables
Contact the local police department or campus security to check on the chapter house periodically
Thoroughly clean Chapter house prior to extended break,
Confirm that heat registers are not blocked and combustible materials are safely stored. *Not next to or in the same room as the hot water heater and HVAC system*
Remove all perishable food
Lock and inspect all windows and repair all broken glass
Ensure that exterior doors are well insulated and close and latch completely
Inspect the hot water heater and exposed water lines and drain pipes for slow leaks
Attach and secure downspouts with extension from foundation to prevent water damage
Clean gutters and downspouts to ensure proper roof drainage. *Improper roof drainage can cause ice damming to occur, which can cause interior water damage*
Ensure downspouts fully displace water away from foundation and other walking areas without draining onto the driveway, sidewalks, or patios
Clean exterior of chapter house
Check security/safety lighting
Service and clean fireplace and chimney and check for defects or debris
Check tenants rooms for the following:
- Unnecessary damage. *Any damage discovered should be documented*
- Unplug all nonessential appliances and electrical devices
- Ensure heat registers are not blocked by personal belongings
- Lock room/suite door for security

**Completed by: __________________________**
**Date Completed: ______________________**

For further information or questions regarding risk prevention and educational resources or materials, please contact