



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 #: _____
 Requirments:
 - 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