

Tips for Winterizing Your Multifamily Property

When it comes to winterizing your multifamily property, there are a lot of moving gears to be considered. Certain aspects of winterizing should be done annually, independent of weather conditions, while others are largely based on regional or more imminent weather concerns. While you should always be mindful of your property's policies and processes regarding winterizing, it can be overwhelming to know what to enact when, or how to create or alter your policy for your property. If you're unsure of what aspects of winterizing you should enact, or may even be missing, this checklist can help augment your efforts. For more clear and specific instruction for your property, be sure to follow your property's policies and procedures



Plumbing **Annual Items**

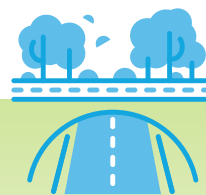
- ☐ Scheduled checks of your sprinkler systems should occur annually to keep well within your local fire recommendations.
- ☐ HVAC systems that regulate areas where piping exists, particularly those for sprinkler systems, should be serviced annually if not bi-annually. Rule of thumb suggests that heating systems should be checked and repaired in fall while air-conditioning systems should be done in the Spring.

Quarterly or Monthly Items

- ☐ Insulation of pipes should be checked both in outdoor areas and in un-heated indoor areas by maintenance staff with regularity.
- ☐ Your team should also do regular checks of shutoff valves and levers to catch problems early and prevent failures.

In the event of cold weather

- ☐ Residents should be encouraged to drip water from faucets to relieve pipe pressure throughout their units during cold weather incidents.
- ☐ Any additional outdoor or exposed plumbing (in particular water hoses and pet cleaning stations) should be insulated with weather-tight insulation.
- ☐ In the event of heating failures or prolonged exposure to cold due to power outages, preparations should be made to bring in temporary heating devices, or drain water reserves and enact a fire watch.



Maintaining Sidewalks and Driveways **Annual Items**

- ☐ Independent of weather risks, sidewalks and walkways should be regularly inspected to ensure resident safety, particularly around cracks or uneven surfaces.
- ☐ Contracts around the use of snow removal vendors should be reviewed and renewed as needed.

Quarterly or Monthly Items

- ☐ Gravel and ice melt should be accounted for and purchased or properly stored to ensure adequate supplies are available when cold weather concerns arise.
- ☐ Snow removal devices such as snow blowers should be tested a few times a year to ensure working order when needs arise.

In the event of cold weather

- ☐ On-site lodgings should be prepared and kept available for maintenance staff who need to assist in snow removal or de-icing efforts, to ensure their safety in poor conditions.
- ☐ Ice or gravel should be spread and snow should be removed to ensure the safety of residents who may need to leave or travel despite the weather.

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HVAC Systems Annual Items

- ☐ Testing should occur annually if not bi-annually, to ensure proper heating and cooling function. In particular, testing gas connections and processes to prevent carbon monoxide is a major concern in cool weather.
- ☐ Condensation drains should be inspected in furnaces to control humidity levels.
- ☐ Check system controls to ensure residents are able to adjust to their needs accordingly.

Quarterly or Monthly Items

- ☐ Air filters should be checked to prevent build-up and ensure efficiency.
- ☐ Carbon monoxide and smoke detectors should be checked to ensure proper functionality.
- ☐ Ductwork and insulation should be checked to prevent freezing.



Roofing Annual Items

- ☐ Roofing should be inspected for holes or missing shingles in order to prevent snow buildup or collapse.
- ☐ Inspections should include checking for leaks and mold.
- ☐ Seals and flashing around vents, pipes, and chimneys should be checked to appropriate repair can be made in a timely manner.

Quarterly or Monthly Items

- ☐ Gutter inspection and cleaning should occur regularly to prevent buildup and damage. Repairs should be made when found.
- ☐ Tree limbs and branches that pose a threat to roof integrity should be trimmed in fall before damage can be incurred.



Pools Annual Items

- ☐ Conduct checks on items like plugs, pool covers, and chemicals to ensure no need for replacement or repair before winter use.

Before winter weather

- ☐ Disconnect drains and filters. Be sure to wash, drain, and blow out these items to prevent freezing.
- ☐ Drain and blow-out any heaters.
- ☐ Plug skimmers and plug return pipes (in above-ground pools).
- ☐ Loosen any fittings to prevent freeze cracks (in-ground pools).
- ☐ Remove any pool accessories (slides, diving boards, etc.) or items in the pool.
- ☐ Blow out main drain line (in-ground pools).
- ☐ Duct tape any exposed pipes.
- ☐ Inflate and install air pillow (above-ground pools).
- ☐ Add chemical mix optimized for winter. Best practices suggest maintaining a pH between 7.2-7.6, alkalinity between 100-150 ppm and a chlorine level over 3.0.
- ☐ Cover the pool and secure so it does not blow off in high winds.

