

WINTERIZATION CHECKLIST

Southwest Region School District

Winter will be here shortly, and because of this you should check the following items to guarantee that you are ready for the cold weather.

Check and return this form to district maintenance by: **October 1.**

- _____ 1. Drain all water from fuel lines and fuel storage tanks.
- _____ 2. Test all heat tapes to ensure they are working properly.
- _____ 3. Check all building skirting to ensure that no cold air will enter the building.
- _____ 4. Check all anti-freezer in power plants and boiler systems.
- _____ 5. Check to make sure all windows and doors close properly.
- _____ 6. Check all insulated lines to insure they are still securely wrapped.
- _____ 7. Check all emergency lighting or heating devices to insure they work properly.
- _____ 8. Check all equipment to insure it is stored out of the weather, or wrapped to prevent damage caused by winter storage.
- _____ 9. Service vehicle. Check anti-freezer, change oil and filter, check v-belts, clean and tighten battery cables.
- _____ 10. Service 4 or 6 wheeler and/or snowmachine.

SCHOOL: _____

DATE: _____

SIGNATURE OF SITE ADMINISTRATOR: _____