

# Safeguard Properties

## Winterization Checklist and Documentation

Contractor Code: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Date: \_\_\_\_\_  
Employee's Name \_\_\_\_\_  
Crew ID/# that performed the winterization: \_\_\_\_\_

Utilities (Meter Reading)  
Water: on/off (\_\_\_\_\_)  
Electric: on/off (\_\_\_\_\_)  
Gas: on/off (\_\_\_\_\_)  
Water: Well / City \_\_\_\_\_

Was Broker Contacted: yes/no  
Is Broker Maintaining Utilities: yes/no

How many units? \_\_\_\_\_  
Type of system? (Dry, Steam, Radiant)  
Was property frozen on arrival: yes/no  
**If yes, provide a detailed description:**

\*\*\*Document any pre-existing plumbing system and/or water damages to the property:

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\*\*\*Attention Contractors\*\*\* It is important for each contractor to provide photo documentation which supports each step during the winterization process. Please remember to provide and illustrate in-depth photos which highlight each step on the Winterization checklist. The contractor is required to upload this checklist identical to the way the maid service checklist is uploaded. This will be required for all initial service orders and all winterization orders in order to receive payment. If you have any questions, please reference Memorandum 1261 which provides direction on the Winterization process.

### Disconnecting Water Supply

- \_\_\_ Shut water off at the curb
- \_\_\_ Install Zip tie on main shut off valve
- \_\_\_ Was water meter disconnected?
- \_\_\_ Was Main water line plugged?
- \_\_\_ Photo documentation of all the above?

### Draining the System

- \_\_\_ Shut off gas or electric to Water Heater
- \_\_\_ Drain Water Heater (outside or floor drain)
- \_\_\_ Drain Well/Holding tanks if applicable
- \_\_\_ Disconnect electric to well pump if applicable
- \_\_\_ Drain all toilet tanks and bowls
- \_\_\_ Photo documentation of all the above?

### Blowing the lines

- \_\_\_ Close all faucets and valves
- \_\_\_ Attach compressor (5 gallon or 3.8 CFM)
- \_\_\_ Build pressure to 35 PSI
- \_\_\_ Open 1 faucet valve at a time (hot then cold).
- \_\_\_ Did air/water come out of every faucet/valve?
- \_\_\_ Is all water out of the system?
- \_\_\_ Photo documentation of all the above?

\*\*\*Provide a detailed reason why the system doesn't hold pressure \_\_\_\_\_

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### Pressure Test System

- \_\_\_ Make sure all water is drained from system.
- \_\_\_ Close all faucet/valves.
- \_\_\_ Build pressure to 35 PSI
- \_\_\_ Did pressure hold for 30 mins?
- \_\_\_ Document why it didn't hold pressure.
- \_\_\_ Photo documentation of all the above?

### Adding Anti-Freeze

- \_\_\_ Add anti-freeze to all toilets (bowls and tanks)
- \_\_\_ Add anti-freeze to all sinks P-traps.
- \_\_\_ Add anti-freeze to all Shower/Tub P-traps.
- \_\_\_ Add anti-freeze to all floor drains.
- \_\_\_ Add anti-freeze to dish washer drain.
- \_\_\_ Photo documentation of all the above?

### Stickers

- \_\_\_ Wint sticker on toilets.
- \_\_\_ Wint sticker on Tubs/Showers
- \_\_\_ Wint sticker on water heater.
- \_\_\_ Wint sticker on water meter.
- \_\_\_ Wint sticker on dish washer.
- \_\_\_ Wint sticker on sinks.
- \_\_\_ NO wint sticker on door.
- \_\_\_ Toilet wrap installed on toilets.
- \_\_\_ Photo documentation of all the above?

**Notify Safeguard (Call from site)**

- ☐ If there is a Fire Suppression System.
- ☐ If there is a lawn sprinkler system.
- ☐ If there are unusual circumstances.
- ☐ Photo documentation of all the above?

**If Radiant or Steam Heating System**

"In addition to all the above"

- ☐ Drain boiler.
- ☐ Loosen bleeder pins to allow draining.
- ☐ Drain expansion tank.
- ☐ Blow heating loops.
- ☐ Pressure test heating system.
- ☐ Wint sticker boiler.
- ☐ Photo documentation of all the above?

By signing and dating the below, I take full responsibility for the accuracy and workmanship for completing and documenting a proper winterization. As a qualified individual to perform a proper winterization, I have photo documented the entire winterization process to support all items are completed per Safeguard Properties guidelines and all supporting documentation for damages and estimates/bids are accurate. I understand that any missed, false and/or inaccurate information will result in total ownership of the plumbing system and all repairs to the system will be at my cost to achieve a sound certified working plumbing system.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_