

Fall Winterization and Freeze Watch



PM CHECKLIST

Page 1 of 2

PAGE 1: WALK

Get every freeze-prone spot ready before the first hard freeze, and know when to start freeze-watch rounds. Best practice. Due: before your first fall frost date or Nov 1, whichever comes first.

PROPERTY

BUILDING / LOCATION

DATE

PERFORMED BY

NEXT DUE

Use your freeze map: every hose bib, exposed pipe, exterior closet, heat trace circuit and riser room, so nothing gets missed.

#	Walk	FREQUENCY	OK	ACTION	DONE	N/A	NOTES
1	Hoses off every hose bib; bibs shut off and drained, or frost-free bibs draining	Fall	☐	☐		☐	
2	Exposed pipe in breezeways, garages, exterior closets: insulation intact, no gaps at fittings or valves	Fall	☐	☐		☐	
3	Heat trace: breaker on, controller or indicator shows power	Fall	☐	☐		☐	
4	Heat trace: whole run visually checked (damage, insulation gaps, tape off the pipe)	Fall	☐	☐		☐	
5	Heat trace: insulation resistance test done (electrician if you have no megohmmeter)	Fall			☐	☐	
6	Heat trace: switched on manually and warm to the touch (N/A if there's no manual switch)	Fall	☐	☐		☐	
7	Sprinkler riser and valve rooms: heater works, ____ °F (40 °F minimum), door closes	Fall	☐	☐		☐	
8	Stairwell and vestibule heaters: run, set to 68 °F, guard intact, nothing stored against them	Fall	☐	☐		☐	
9	Garage ramp and trash room heaters: run, hold 40 °F minimum, guard intact, clear	Fall	☐	☐		☐	
10	Crawlspace vents closed where the building is set to "close for winter"	Fall	☐	☐		☐	
11	Doors: weatherstripping, sweeps and closers close fully (a propped door freezes a vestibule)	Fall	☐	☐		☐	
12	Gutters and roof drains clear before freeze	Fall	☐	☐		☐	
13	Vacant units set to 68 °F heat. Down units (fire, flood, renovation) set to 55 °F	Fall	☐	☐		☐	
14	Any down unit that can't hold heat: water shut off at a valve upstream, outside the cold space, and drained from there. Valve location recorded	As needed	☐	☐		☐	
15	Freeze-watch plan reviewed with the team; on-call set	Fall			☐		

INITIALS

SUPERVISOR REVIEW

DATE



Fall Winterization and Freeze Watch (continued)



PM CHECKLIST

PAGE 2: FREEZE WATCH

Page 2 of 2

PROPERTY	BUILDING / LOCATION	DATE	PERFORMED BY	NEXT DUE
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FREEZE WATCH Start a freeze watch when the forecast shows:

- a low of 32 °F or below with gusts of 15 mph or more, OR
- a low of 19 °F or below in any wind.

Use the forecast low and gust speed, not the wind chill number. Wind drives cold air into gaps, breezeways and exterior closets.

During a freeze watch: walk the freeze map every 12 hours. After it ends, walk again for leaks; most show up as pipes thaw.

☒ If Action:

WHAT TO DO

- Insulation missing or wet, a bib that won't drain, a heater that won't run: fix it before the next freeze forecast.
- Riser or valve room below 40 °F: restore heat now and tell your sprinkler vendor.

CALL A LICENSED VENDOR WHEN

A frozen sprinkler pipe: never thaw it with a flame. Call the sprinkler vendor; the system may be impaired and need a fire watch under your local fire code.

Note: Draining lines in a cold unit isn't freeze protection on its own, because water still stands up to the unit shutoff inside the cold space. Heat the unit, or shut off and drain from upstream.

INITIALS	SUPERVISOR REVIEW	DATE
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