

Winterization Checklist for Commercial Properties

I. Property Assessment

- Identify areas vulnerable to cold weather damage.
- Check insulation and weatherstripping for gaps.
- Inspect windows and doors for drafts.
- Assess the condition of roofs, gutters, and downspouts.

II. HVAC System Maintenance

- Schedule professional HVAC inspections and tune-ups.
- Clean or replace air filters.
- Test and calibrate thermostats.
- Check and seal ductwork for efficiency.

III. Protecting Plumbing Systems

- Identify areas vulnerable to cold weather damage.
- Check insulation and weatherstripping for gaps.
- Inspect windows and doors for drafts.
- Assess the condition of roofs, gutters, and downspouts.

IV. Winterizing Landscape and Outdoor Areas

- Schedule professional HVAC inspections and tune-ups.
- Clean or replace air filters.
- Test and calibrate thermostats.
- Check and seal ductwork for efficiency.

V. Ensuring Efficient Lighting and Security

- Check and replace burnt-out bulbs.
- Upgrade to energy-efficient LED lighting (optional).
- Maintain adequate interior and exterior lighting for safety and security.
- Install timers or motion sensors for cost-effective operation.

VI. Emergency Preparedness

- Develop a winter emergency plan.
- Stock up on emergency supplies (salt, sand, shovels, etc.).
- Communicate the plan to employees and tenants.
- Establish procedures for severe weather events.

VII. Snow and Ice Removal

- Contract professional snow removal services.
- Create a plan for efficient snow and ice removal.
- Salt and de-ice walkways and parking areas.
- Maintain safe access points.
- Monitor conditions regularly.

VIII. Communication with Tenants or Occupants

- Provide winterization guidelines to tenants or occupants.
- Educate them about their responsibilities in winter maintenance.
- Encourage reporting of maintenance issues promptly.
- Establish channels for communication during severe weather events.