

COLD WEATHER CHECKLIST

BEFORE COLD WEATHER HITS

General Preparations

- Designate a “weather watcher” to monitor conditions and implement procedures, and organize a well-trained emergency-response team (ERT).
- Gather emergency supplies: extra tarpaulins for windbreaks, steam hoses for thawing frozen lines, antifreeze supplies for cooling systems

Buildings

- Identify any concealed spaces, such as the space above a suspended ceiling or a crawl space below the floor that may contain vulnerable piping. Consider providing temporary interior openings to allow heat to reach those areas.
- Check heating equipment to be certain it will be able to maintain building temperatures above 40 F (4 C) at the coldest points in the building.

Equipment

- Make sure fuel supplies will be adequate, particularly if supplied on an “interruptible” contract. If the back-up fuel is oil, verify that the tank is full and the delivery system to the heating unit is fully operational.
- Check pressure vessel vents, relief valves and safety valves to ensure that moving parts are protected from water accumulation or freezing of vapour.

DURING COLD WEATHER

General Preparations

- Monitor and record temperatures in hard-to-heat areas that contain vulnerable equipment; repeat every few hours during particularly cold weather.
- Check temperatures in critical areas at night and on weekends, as well as during the day.

Roofing

- Monitor the amount of snow on the roof and clear it before accumulations reach unsafe levels.
- Keep roof drains open and free of ice.

Equipment

- Drain piping systems that contain liquids other than water and are vulnerable to freeze