

## Winter Break Checklist

Please request your undergraduate facility manager or other appropriate officer completes the steps outlined in the checklist, signs and **returns to you by December 15<sup>th</sup>**. This form is for chapter use; please do not send this form to HRH/Kirklin & Co., LLC.

- Routine maintenance completed on furnace/boiler  
HVAC Contractor: \_\_\_\_\_  
Date Completed: \_\_\_\_\_
- Furnace on and thermostat set at or above 60 degrees
- Make sure all hoses are removed from exterior water spigots/faucets
- Drain water lines in lawn sprinkler system where appropriate
- Open the indoor faucets slightly to allow water to trickle, moving water does not freeze as easily
- Leave the doors to cabinets that contain water lines open, this will allow heat to enter the area
- All rooms inspected and non-essential appliances and electronics have been unplugged
- Caretaker selected or hired to complete daily inspections:  
Name: \_\_\_\_\_  
Telephone #: \_\_\_\_\_
- Caretaker required to walk-through the house daily to confirm no loss has occurred, furnace is operating, premise is secure and all walking areas are free of ice, snow and debris which may create a hazard
- Caretaker provided with:
  - 1. Alumni/House Corporation Contact**  
Name: \_\_\_\_\_  
Telephone #: \_\_\_\_\_
  - 2. Emergency Response Contact**  
Name: \_\_\_\_\_  
Telephone #: \_\_\_\_\_
  - 3. Insurance claim reporting information** (*Members of FPMA can report a loss at our web site, [www.kirklin.com](http://www.kirklin.com), or by calling 1-800-736-4327*)  
Insurance Company or Agent: \_\_\_\_\_  
Policy #: \_\_\_\_\_  
Claim Reporting #: \_\_\_\_\_
- Chapter house is securely and all necessary valuables are locked

**-Continued on next page-**



- Contact the local police department or campus security to check on the chapter house periodically
- Chapter house thoroughly cleaned prior to extended break, confirmed heat registers are not blocked and combustible materials are safely stored (*Not next to or in the same room as the hot water heater and HVAC system!*)
- Windows have been inspected and all broken glass repaired
- Exterior doors are well insulated appropriately, close and latch completely
- Inspect the hot water heater and exposed water lines and drain pipes for slow leaks
- Downspouts are attached and secured with extension from foundation, preventing water damage
- Clean gutters and downspouts to ensure proper roof drainage, improper roof drainage can cause ice damming to occur, which can cause interior water damage
- Make sure downspouts do not drain onto the driveway, sidewalks, or patios and fully displace water away from foundation and other walking areas
- Exterior of chapter house cleaned and security/safety lighting checked
- Fireplace and chimney serviced, cleaned and checked for defects or debris
- Tenant's rooms checked for the following:
  - Unnecessary damage, any damage discovered should be documented
  - All nonessential appliances and electrical devices unplugged
  - Heat registers are not blocked by personal belongings
  - Suite door is locked for security

**Completed by:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

For further information or questions regarding risk prevention and educational resources or materials, please contact Todd Mattox, Education Consultant at 1-800-736-4327 extension 1-216 or [tmattox@kirklin.com](mailto:tmattox@kirklin.com)

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