

Winter Weather Checklist

1. Assessment Details

Location:	Inspection by:	Site:
	Position:	Inspection date:
	Inspection ref:	Review date:

2. Snow and Ice

(X as applicable)

<input type="checkbox"/> Are weather forecasts monitored for inclement weather?	<input type="checkbox"/> Are procedures for snow and ice clearance established?
<input type="checkbox"/> Are stocks of grit and/or salt maintained?	<input type="checkbox"/> Are fire hydrants kept clear of snow?
<input type="checkbox"/> Are power and telephone cables kept free from ice build-up?	<input type="checkbox"/> Is snow removed from vulnerable roof areas?
<input type="checkbox"/> Is a periodic building inspection regime established?	<input type="checkbox"/> Are buildings inspected after freezing weather?

Comments:

3. Burst Pipes

(X as applicable)

<input type="checkbox"/> Does heating operate on a frost thermostat basis?	<input type="checkbox"/> Are heating systems regularly maintained?
<input type="checkbox"/> Are pipes in non-heated areas trace heated or lagged?	<input type="checkbox"/> Are water tanks insulated on all sides?
<input type="checkbox"/> Are water systems drained down in areas at high risk of freezing?	<input type="checkbox"/> Are contents vulnerable to water damage stored off the floor?

Comments:

4. Flood

(X as applicable)

<input type="checkbox"/> Are the premises located in a flood plain?	<input type="checkbox"/> Are incoming utilities and key contents marked on a site plan?
<input type="checkbox"/> Is a Flood Emergency Response Plan (FERP) in place?	<input type="checkbox"/> Can fixed items of machinery be waterproofed?
<input type="checkbox"/> Are local rivers, streams and culverts kept in good order?	<input type="checkbox"/> Can contents be moved to upper floors or raised off the ground?
<input type="checkbox"/> Are drains and gullies on site inspected and cleared as required?	<input type="checkbox"/> Is there a sump pump available to clear basement areas?
<input type="checkbox"/> Is there an emergency evacuation plan in place and tested?	<input type="checkbox"/> Are emergency generators available in the event of mains loss?
<input type="checkbox"/> Have openings into the premises been identified and protected?	<input type="checkbox"/> Can drinking water be sourced if mains water is affected?
<input type="checkbox"/> Have valuable and essential contents been identified?	<input type="checkbox"/> Have internal and external communications been agreed?

Comments:

5. High Winds

(**X** as applicable)

- Are roofs and flashings regularly inspected?
- Are doors and windows securely fixed to the building?
- Are buildings inspected following severe storms?

- Are vents, skylights and signage regularly inspected?
- Are trees regularly inspected?

Comments:

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