

Winterization Checklist

It is important for each contractor to provide photo documentation which supports each step during the winterization process.
Please remember to provide and illustrate in-depth photos which highlight each step on the Winterization Checklist.
This will be required for all winterization orders.

Property Address: _____
Contractor that Performed the Winterization: _____

Date: ____ / ____ / ____

Broker Contacted, if REO? Yes / No
Broker Maintaining Utilities? Yes / No
of Units? _____
System Type? Dry / Steam / Radiant.

Utilities — Meter Reading

- ☐ Water: On / Off.
- ☐ Water: Well / City.
- ☐ Electric: On / Off.
- ☐ Gas: On / Off.

Property Frozen on Arrival? Yes* / No

- ☐ (*) If yes, provide a detailed description: _____

Document any pre-existing plumbing system and/or water damages to the property: _____

Disconnecting Water Supply

- ☐ Shut water off at curb.
- ☐ Install zip tie correctly on main shut off valve
- ☐ Water meter disconnected? Yes / No
- ☐ Main water line plugged? Yes / No
- ☐ Photo documentation of the above? Yes / No

Draining the System

- ☐ Shut off gas or electric to water heater.
- ☐ Drain water heater, outside or floor drain.
- ☐ Drain well or holding tanks, if applicable.
- ☐ Disconnect electrical wiring to well pump pressure switch, if applicable.
- ☐ Drain all toilet tanks and bowls.
- ☐ Photo documentation of all the above? Yes / No.

Blowing the Lines

- ☐ Close all faucets and valves.
- ☐ Attach compressor (5 gallon or 3.8 CFM).
- ☐ Build pressure to 35 PSI.
- ☐ Open one faucet valve at a time, hot then cold.
- ☐ Did air/water come out of every faucet/valve?
- ☐ Is all water out of the system? Yes / No.
- ☐ Photo documentation of all the above? Yes / No.

Pressure Test System

- ☐ All water is drained from system.

- ☐ Close all faucet and valves.
- ☐ Visible breaks in plumbing? Yes / No.
- ☐ Build pressure to 35 PSI.
- ☐ Pressure held for 30 Minutes? Yes / No*.

(*) If no, provide detailed description: _____

- ☐ Photo documentation of all the above? Yes / No.

Adding Anti-Freeze

- ☐ Add anti-freeze to all toilets, bowls and tanks
- ☐ Add anti-freeze to all sink P-traps
- ☐ Add anti-freeze to all shower and/or tub P-traps
- ☐ Add anti-freeze to all floor drains
- ☐ Add anti-freeze to dishwasher drain
- ☐ Photo documentation of all the above? Yes / No

Stickers

- ☐ Winterization sticker on all:
 - ☐ Toilets.
 - ☐ Tubs and showers.
 - ☐ Water heater.
 - ☐ Water meter.
 - ☐ Dish washer.
- ☐ Sinks.
- ☐ ** 659 No winterization sticker on door. **
- ☐ Toilet wrap installed on toilets.
- ☐ Photo documentation of the above? Yes / No.

Follow Work Order Instruction If

- ☐ There is a fire suppression system.
- ☐ There is a lawn sprinkler system.
- ☐ There are unusual circumstances.
- ☐ Photo documentation of all the above? Yes / No.

In addition to all the above:

If Radiant or Steam Heating System

- ☐ Drain boiler.
- ☐ Loosen bleeder pins to allow draining.
- ☐ Drain expansion tank.
- ☐ Blow heating loops and radiator lines.
- ☐ Pressure test heating system.
- ☐ Winterization sticker on boiler.
- ☐ Glycol added to boiler and heating loops? Yes/No
- ☐ (*) If no, provide detailed description: _____

- ☐ Photo documentation of all the above? Yes / No.