



WINTER BREAK CHECKLIST:

Is your house ready for winter break? Make sure to go through this checklist before the lights are turned off and brothers go home for the holidays. It could save you a lot of headache in January.

- Routine maintenance performed on furnace/boiler
 - HVAC contractor:
 - Date completed:
- Furnace on, thermostat set to 60 degrees or higher
- All hoses removed from exterior water spigots and faucets
- Water drained from lawn-sprinkler systems, where appropriate
- Indoor faucets open slightly so running water does not freeze as easily
- Doors to cabinets that contain water lines left open to let heat in
- All rooms inspected and non-essential electronics and appliances unplugged
- Caretaker hired to complete daily inspections
 - Name:
 - Contact phone:
- Caretaker required to do a daily walk-through to confirm furnace in operation, premises secure, walking areas free of ice and snow and no entrance by unauthorized persons
- Caretaker provided with
 - Master key for entry into all rooms
 - Alumni/House corporation contact
 - Name:
 - Contact phone:
 - Emergency response contact
 - Name:
 - Contact phone:
- Chapter house secured and all necessary valuables locked away
- Local police department contacted to perform periodic checks
- Chapter house thoroughly cleaned, heat registers confirmed to be unblocked, all perishable foods removed and combustible materials safely stored (not in same room as water heater or HVAC unit)
- Windows inspected and any broken glass repaired
- Exterior doors appropriately insulated, closed and latched properly
- Hot-water heater and exposed piping checked for leaks
- Downspouts attached and secured as extensions from foundation, preventing water damage
- Gutters and downspouts cleaned to ensure proper roof drainage
- Exterior of house cleaned, safety lighting installed
- Fireplace and chimney serviced and cleaned
- Tenant rooms inspected:
 - Unnecessary damage documented
 - Nonessential appliances unplugged
 - Heat registers not blocked by personal belongings
 - Suite doors locked for security ☀