

### PRIOR TO THE COLD SEASON:

- Prepare snow removal equipment. Fuel and test to ensure it is operational.
- Maintain thermometers or low temperature alarms in hard-to-heat areas housing vulnerable equipment.
- Areas that have had a history of past freeze-up, drain equipment that carries water or is susceptible to freezing. Add antifreeze to any equipment that cannot be drained.
- Insulation should be replaced, or added if it was lacking, after making repairs. Almost all unit alteration work requires a final inspection with a C of O issued by the city. Building super should request a copy of C of O to confirm codes have been met.
- Check to ensure heating equipment in each unit is maintained at a minimum of 60 degrees during winter months. Building super should ensure they have access to unit if unit owner is away on vacation.
- Building water supply or sprinkler piping should be equipment with water or low temperature alarms.
- Idle air-conditioning systems should have water removed from water jackets, and condensers of chilling units should be FULLY drained.

### DURING THE COLD SPELL:

- Monitor and record temperature in hard-to-heat areas that contain valuable equipment and repeat every few hours during severe cold spells. If possible, use an alarm connected to a security service or a continuously touring watch service.
- Monitor amount of snow on the roof and clear before it reaches unsafe levels to prevent roof collapse.
- Maintain an adequate number of roof drains and keep them free of ice and snow.