

BLM Winterization Information/ Checklist

Case#: _____ Date: ___/___/___ Personnel Completing: _____

(CIRCLE CORRESPONDING ANSWER TO PUT IN PPW)

- Was property frozen on arrival: YES / NO
- If YES, provide a detailed description:

Utilities (Meter Readings)

- Water: ON /OFF / Unable to turn off water
Water Meter Reading: _____
- Electric: ON /OFF
Electric Meter Reading: _____
- Gas: ON / OFF / No gas on property
Gas Meter Reading: _____
- Water Supply: CITY / WELL
- Type of system winterized: DRY / STEAM / RADIANT

Shutting down water supply

- Shut water off at the curb: YES / NO / N/A
- Install Zip tie on Main shut off Valve: YES / NO/ N/A
- Was water meter disconnected: YES / NO / N/A
- Was Main water line plugged: YES / NO /N/A
- Photo documentation of all the above? YES

Draining the System

- Shut off gas or electric to Water Heater: YES / NO / N/A, water heater missing / Common supply
- Drain Water Heater (outside or floor drain): YES / NO / N/A, water heater missing / Common supply
- Drain Well/Holding tanks: YES / NO / N/A, no Well/ holding tanks at property
- Did you disconnect the pressure tank on the well system: Yes / No/ N/A, no well at property
- Disconnect electric to well pump? Yes / No / N/A, no well at property
- Where was Well electric disconnected at? _____
- Drain all toilet tanks and bowls: Yes / No / N/A, no toilets at property
- Photo documentation of all the above? Yes
- Problems draining the system: _____

Blowing out the water lines

- Close all faucets and valves: YES
- Attach Compressor (5 gallon or 3.8 CFM Minimum): YES
- Build pressure to 30 PSI: Yes / would not hold pressure
- Open 1 faucet valve at a time (hot then cold): YES
- Did air/water come out of every faucet/valve: YES / NO
- Is all water out of the system: YES /NO
- Photo documentation of all the above? YES

Pressure Test of System

- Make sure all water is drained from system: YES
- Close all faucet/valves: YES
- Build pressure to 30 PSI: YES / Would not hold pressure
- Did it hold pressure for 30 minutes: YES / NO
- Photo documentation of all the above? YES
- If, would not hold pressure, Why: _____

Adding Non-Toxic Anti-Freeze to system

- All toilets? YES / No toilets at property
- All Sinks & P-traps? YES / No sinks or P- Traps
- All shower/ tub P-traps? YES
- All Floor Drains? YES / N/A, No floor drains at property
- At washer connection? YES
- Dish washer drain? YES / N/A, Dishwasher missing
- Photo documentation of all the above? YES

Winterization Stickers

- On toilets? YES
- On tubs/ Showers? YES
- On Water Heater? YES
- On Dishwasher? YES
- On all toilets? YES / All toilets missing
- At Washer Connection? YES
- Blue tape over toilet seat holding it down with Date and company name on it? YES / NO, all toilets missing
- At front window by NO Trespassing sign? YES
- By sign in sheet? YES
- Over electric panel door sealing it off? With breakers off? YES
- Photo documentation of all the above? YES

Irrigation System

- Is there an irrigation system at the property? YES / NO
- Has it been winterized? YES / N/A, No irrigation system at property
- Photo documentation of irrigation system being winterized? YES / N/A

If Radiant or Steam Heating System "In addition to all the above"

- Drain Boiler? YES / N/A / Unable to locate drain on boiler
- Loosen bleeder pins to allow draining? YES / N/A
- Drain expansion tank? YES / NO
- Blow heating loops? YES / N/A
- Pressure test heating system? YES / N/A
- Winterized sticker at Boiler? YES / N/A
- Photo documentation of all the above? YES / N/A

Fire Suppression System

- Is there a Fire Suppression System at property? YES / N/A
- What type of FSS system is it? WET / DRY
- Is the FSS a common element of an HOA or Condo? YES / NO
- Is there evidence of vandalism or damage to the FSS at time of inspection? YES / NO

Any other Comments or Notes: _____

Signature: _____

Date of Completion: ___/___/___