

Winter Storm Preparation: 6-Point Property Checklist

1 Take Charge of Water

Pipes

Wrap pipes in insulation or towels to help prevent freezing. Run a low drip — for both hot and cold pipes — especially for faucets and pipes along exterior walls. Leave doors of cabinets open where pipes are located.

Outdoor plumbing fixtures

Cover spigots and shut off the water to outdoor faucets.

Sprinkler systems and water hoses

Drain the water.

Water shut-off valve

Locate and inspect to make sure it functions properly. Be prepared to turn off the water if a line freezes or bursts.

Leak detection

Install a leak detection device such as FloLogic®, which monitors for leaks and temperatures 24/7 and automatically shuts off the water supply as needed.

2 Prepare Heating Systems

Heating Unit

Have an inspection performed on your unit before each winter season.

Filters

Regularly replace air filters.

3 Seal Cracks

Doors

Use weatherstripping or a door sweep to shield your property from unnecessary heat loss.

Windows

Use caulk to fill small cracks or holes.



4 Trim Trees

Overgrown Trees

Trim branches that could land on rooftops or other parts of your property.

5 Maintain Walkways

Building entrances and interior walkways

Use slip-free rugs and clean up wet floors immediately.

Stairs and Steps

Ensure that stairs and steps have well-secured handrails, and mark the edges of steps so they can be easily seen.

Sidewalks

Repair uneven sidewalks that could pose a tripping hazard, especially if concealed under snow.

6 Safeguard Parking Lots

Potholes

Fill potholes, which could easily be hidden under a layer of snow and cause a tripping hazard.

Lighting

Improve visibility and safety with sufficient lighting.



For information about property and casualty insurance, contact GuideStone® at InsuranceSolutions@GuideStone.org or (214) 720-2868, Monday through Thursday, from 7 a.m. to 4:30 p.m. CT and Friday, from 7 a.m. to 4 p.m. CT.

This checklist is for informational purposes only. It is not intended to be construed as legal advice. Readers should use this checklist as a tool, along with best judgment and any terms or conditions that apply, to determine appropriate policies and procedures for your church's risk management program.

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