

WINTER PREP CHECKLIST

The season is changing, so we've put this simple checklist together to help better prepare you for the winter.

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ITEMS TO HAVE ON HAND	ON HAND	MUST ORDER	EXISTING MODEL # - COMMENTS
Interior and Exterior Entranceway Matting			
Salt Neutralizer (Eliminates salt residue from your floors and maintains them even with heavy snow storm traffic.)			
Cold Weather PPE (Make sure you have all the necessary winter Personal Protective Equipment for employees working outdoors and within your facility.)			
Backup Generators & Portable Heaters			
Rock Salt/Ice Melt (Be sure to have sufficient amounts for parking areas, driveways, walkways and loading areas)			
Shovels/Snow Blowers/Ice Scrapers (Inspect blades and handles for wear to prevent unexpected injuries.)			
AREAS TO CHECK	GOOD CONDITION	NEEDS ATTENTION	ACTION PLAN
Check lighting for parking lots, wall and flood lighting, burned out lamps, etc. (Winter weather impacts visibility.)			
Check down spouts (Make sure they're clear of debris and if they have frozen in the past, install warmers to prevent ice build-up.)			
Clear debris from sewers (This will prevent ice build-up and keep areas safe and clean in the winter.)			
Check pipe insulation and pipe warmers (Make sure insulation and pipe warmers do not show any signs of damage before the temperatures drop.)			
Check all heaters and vents for clearance and obstructions (To prevent fire make sure all items are 3 feet away from heaters.)			
EMPLOYEE COMMUNICATION	EMPLOYEES ARE AWARE	NEED TO COMMUNICATE	COMMUNICATION PLAN
Recognize the symptoms for Frost Bite and Hypothermia (Make sure all employees working outdoors know the signs of cold weather sickness.)			