

Freeze-Ups Checklist: Before the Cold Weather Season

Update your Emergency Response Program to include appropriate response procedures for below normal temperatures or extreme cold.	
Appoint one or more members of the Emergency Response Team to monitor weather forecasts and initiate winter emergency procedures when appropriate.	
Develop procedures to be followed if you lose heat or electricity (including procedures for restoring electrical services for an item-by-item basis).	
Determine which processes depend on continued building heat for safety (i.e., processes that are subject to solidification or runaway reactions) and need prompt attention.	
Identify equipment, processes and piping that contain or use water or other liquids that could freeze and take appropriate measures to prevent potential damage during cold spells. <ul style="list-style-type: none"> ▪ Drain any idle equipment ▪ Frequently drain condensation from equipment and pneumatic lines ▪ Provide adequate heat and relocate equipment to a heated enclosure, protect it with suitable antifreeze or install electrical heat tracing and insulation 	
Identify building areas that are usually difficult to heat or that lose heat rapidly. Install an ordinary thermometer and develop procedures to monitor temperatures during cold spells. If these areas are unattended, provide low temperature detectors that can be monitored from a central location.	
Verify that water-filled sprinkler pipes that pass through open areas, cold rooms, passageways or other areas exposed to temperatures below 40°F are protected against freezing by insulating coverings, frost-proof casings or listed heat tracing systems.	
Verify that windows, skylights, doors, ventilators, other openings and closures, concealed spaces, unused attics, stair towers, roof houses and low spaces under buildings do not expose water-filled piping to freezing.	
Service heating systems.	
Make sure adequate supplies of alternate fuels are on hand if the heating systems are capable of dual fuel firing.	
Inspect and maintain the building exterior to minimize openings. Fix windows and doors so they close tightly. Caulk, insulate and apply weather stripping as needed. Close and seal unneeded dampers, louvers, vents and openings. Inspect roof drains for debris.	
Drain condensation from dry pipe sprinkler piping by opening the priming water level drain valve until the water has been expelled. Also, make sure auxiliary drains installed at the system's low points are regularly inspected and drained.	
If there are any trapped sections of sprinkler branch line piping, it may be necessary to briefly shut down the system to drain the water. Shut off and drain automatic sprinkler systems only as a last resort.	
Maintain and test standby electric generator(s) for emergency power (if applicable).	
Determine if portable heaters or other emergency equipment are needed.	