

Winterization Report

Property: _____

Phase: _____

To: Regional Property Manager

The below listed steps have been taken by the undersigned in winterizing the property. All work has been completed prior to November 1, 20__.

1. All hoses have been removed, drained and stored.
2. All water in utility rooms, furnace rooms, and/or laundry rooms shut off on all sillcocks, handles have been removed and tagged. All outside sillcocks have been drained (and where necessary air blown) and all handles removed.
3. Thermostats in common areas, hallways, walk-up basements, utility, furnace and laundry rooms have been turned down to a safe and economizing level. All hot water heaters in apartments, townhouses and common areas are set at the lowest normal level. Pilot light assembly, vent pipes and pressure relief valves are operational.
4. All timers for common lighting have been adjusted for operation in winter months.
5. All swimming pool (if applicable) pumps and lines have been drained and air blown. Diving boards and pool equipment have been cleaned and stored. Pool has been drained not more than 18" from the top.
6. All mechanical equipment and gasoline-driven lawn equipment has been cleaned, oiled, drained and stored as required. Company vehicle and snow equipment have been serviced and are operational.
7. All gutters and downspouts have been cleaned and flushed. All splash blocks have been checked and tilted to allow water to flow away from the buildings.
8. Fertilizer, weed killer and additional seed (where required) have been applied to all lawns. Other lawn and maintenance operations as required have been performed.
9. All fire extinguishers have been checked, recharged or replaced and are operational.

Other Comments: _____

Date: _____

Maintenance Personnel