

Winter Break Checklist

Exterior Maintenance:

1. **Inspect Roof:** Check for any loose or damaged shingles. Repair as needed to prevent leaks from snow or ice.
2. **Gutters and Downspouts:** Clean gutters and downspouts to prevent ice dams and water damage. Attach and secure downspouts with extensions from foundation to prevent water damage, ensuring that they fully displace water away from foundation and other walking areas without draining onto the driveway, sidewalks, or patios.
3. **Clean Exterior:** Clean exterior of chapter house, removing any yard debris or materials that could be used to start a fire, as well as any items stored next to the chapter house
4. **Pipes Insulation:** Insulate outdoor pipes to prevent freezing and bursting.
5. **Snow Removal Contract:** Arrange for a snow removal service to keep pathways, driveways, and entrances clear.
6. **Exterior Doors and Windows:** Ensure all doors and windows are properly sealed to prevent drafts and conserve energy.
7. **Exterior Lighting:** Check security/safety lighting.
8. **Exterior Hoses/Sprinklers:** Ensure all hoses are removed from exterior water spigots/faucets. Drain water lines in lawn sprinkler system where appropriate

Interior Maintenance:

1. **Heating System:** Schedule maintenance for the heating system. Replace filters if necessary.
2. **Thermostat Settings:** Ensure furnace is on and thermostat is set at or above **60** degrees
3. **Water Shut-Off Valve:** Locate and clearly mark the main water shut-off valve. In case of emergency, everyone should know its location.
4. **Appliance Maintenance:** Unplug non-essential appliances to reduce energy consumption and lower the risk of electrical fires.
5. **Security Measures:** Install or check security systems. Ensure all doors and windows are locked securely.
6. **Check tenants' rooms for the following:**
 - A. Unnecessary damage. *Any damage discovered should be documented.*
 - B. Unplug all nonessential appliances and electrical devices.
 - C. Ensure heat registers are not blocked by personal belongings.
 - D. Lock room/suite door for security.

Safety Measures:

1. **Fire Safety:** Test smoke detectors and carbon monoxide detectors. Replace batteries if needed.
2. **Emergency Contacts:** Compile a list of emergency contacts, including local authorities, maintenance personnel, and utility companies.
3. **Emergency Kits:** Prepare emergency kits with essentials like flashlights, batteries, first aid supplies, and non-perishable food items.
4. **Fireplace and Chimney:** Have the fireplace and chimney inspected and cleaned if necessary.
5. **Vehicle Storage:** If applicable, ensure vehicles are stored in a safe and secure location.

Communication:

1. **Contact Information:** Provide members with contact information for designated individuals responsible for property maintenance and emergencies.
2. **Communication Plan:** Establish a communication plan to keep members informed of any updates or emergencies during the break.
3. **Reporting Procedures:** Clearly outline procedures for reporting maintenance issues or emergencies.

Documentation:

1. **Inventory:** Take inventory of valuable items and document their condition before the break.
2. **Insurance:** Ensure the property's insurance coverage is up-to-date and adequate for potential winter-related risks.
3. **Maintenance Records:** Keep records of all maintenance and repairs conducted before and during the break.

Additional Precautions:

1. **Visitor Restrictions:** Implement restrictions or guidelines for visitors to the property during the break.
2. **Alarms and Surveillance:** Ensure alarm systems and surveillance cameras are operational and monitored.
3. **Community Engagement:** Encourage members to look out for each other's properties and report any suspicious activity.
4. **Indoor Faucets:** In extreme cold weather, open the indoor faucets slightly to allow water to trickle, as moving water does not freeze as easily. Leave the doors to cabinets that contain water lines open, this will allow heat to enter the area
5. **Heat Registers:** Confirm that heat registers are not blocked, and combustible materials are safely stored. *Not next to or in the same room as the water heater and HVAC system.*
6. Remove all perishable food.

Reporting a Claim:

If you do suffer damages and need to make a claim with Holmes Murphy, please complete this [Property Claim Form](#) or email us at fraternityclaims@holmesmurphy.com.

Holmes Murphy Contact | Jenna Lutz | 800.736.4327 ext. 5503

After Hours Contact | Tim Regan | 402.953.6393

ServiceMaster Disaster Services

ServiceMaster Recovery Management (SRM) to provide emergency repairs and water remediation work immediately following a loss resulting in damage to your facility. The Holmes Murphy toll-free number is 1-888-927-4877. Upon receipt of this telephone call, SRM will dispatch a local crew to complete the necessary emergency remediation work.

Additional Holmes Murphy resources for property management are available here: [Resources for Fraternal Property Management](#)

By following this comprehensive checklist, fraternity and sorority properties can be better prepared to withstand the challenges of winter break and protect against potential damages.