

# WINTER STORM PREP CHECKLIST

## cold weather risk readiness

Severe winter weather can disrupt operations, damage property and put employee safety at risk. This checklist outlines practical steps businesses can take to reduce exposure, maintain continuity and prepare for winter storms before they occur.

BUILDING SYSTEMS	
Inspect and service HVAC systems	<input type="checkbox"/>
Replace air filters and test thermostats	<input type="checkbox"/>
Schedule boiler inspection	<input type="checkbox"/>
Test backup generators and battery systems	<input type="checkbox"/>

PLUMBING PROTECTION	
Seal cracks and gaps to prevent drafts	<input type="checkbox"/>
Locate and label water shut-off valves	<input type="checkbox"/>
Insulate exposed pipes (especially unheated areas)	<input type="checkbox"/>

EXTERIOR & STRUCTURAL INTEGRITY	
Inspect roof for damage or leaks	<input type="checkbox"/>
Clear gutters and drainpipes	<input type="checkbox"/>
Check windows and doors for drafts	<input type="checkbox"/>
Reinforce vulnerable areas against wind and ice	<input type="checkbox"/>

SNOW & ICE MANAGEMENT	
Contract snow removal service if appropriate	<input type="checkbox"/>
Stock de-icing salt and shovels	<input type="checkbox"/>
Mark curbs and pavements for visibility	<input type="checkbox"/>
Plan snow clearance schedule for access areas	<input type="checkbox"/>

EMERGENCY SUPPLIES	
Torches and extra batteries	<input type="checkbox"/>
Blankets and first-aid kits	<input type="checkbox"/>
Non-perishable food and bottled water	<input type="checkbox"/>
Emergency contact list (suppliers, services)	<input type="checkbox"/>

DOCUMENTATION & COMMUNICATION	
Review insurance for winter-related damage	<input type="checkbox"/>
Update emergency contacts for all stakeholders	<input type="checkbox"/>
Share storm plan and safety procedures	<input type="checkbox"/>
Establish communication channels for updates	<input type="checkbox"/>

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