

WINTERIZING CHECKLIST

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| <input type="checkbox"/> Inspect smoke and carbon monoxide detectors
<i>Ensure all smoke and carbon monoxide detectors are in good condition and have working batteries.</i> |
| <input type="checkbox"/> Inspect your fire sprinkler system
<i>Have your sprinkler system professionally inspected to verify that it is in good working order.</i> |
| <input type="checkbox"/> Notify tenants about the start of heat season
<i>Let your tenants know that heat season has begun.</i> |
| <input type="checkbox"/> Make sure heat is set to the correct temperatures as per the law
<i>68 degrees F between 6 AM and 10 pm (when the temperature is below 55 F) and 62 degrees F between 10 pm and 6 Am.</i> |
| <input type="checkbox"/> Make sure your water is maintaining at temperature of 120 degrees F. |
| <input type="checkbox"/> Asses your roof's ability to withstand a winter storm |
| <input type="checkbox"/> Inspect your parapets
<i>Have all parapets inspected and maintain clear records of the inspection.</i> |
| <input type="checkbox"/> Inspect boilers & water heaters
<i>Have all high-pressure water boilers inspected twice annually.</i> |
| <input type="checkbox"/> Inspect fire pumps
<i>Check that your properties' fire pumps are operating effectively.</i> |
| <input type="checkbox"/> Have an energy audit performed
<i>Have a professional perform an energy audit on your building and submit the EER to the DOB.</i> |
| <input type="checkbox"/> Drain & close your irrigation sprinkler system |
| <input type="checkbox"/> Make sure your building is up to code for Fire Safety
<i>You can use our checklist for reference to ensure you've taken all the necessary steps to keep your building safe and compliant.</i> |