

WINTER BREAK CHECKLIST

To prepare for winter break, when few or no people will be in the chapter house, there are several things that need to be done to ensure the protection of the structure. Consider the following checklist as it applies to your situation.

WINTER WEATHER

- DO NOT turn the heat off and do not turn the thermostat below 65 degrees Fahrenheit.
- Confirm heat registers are not blocked and combustible materials are safely stored. Do not store anything next to or in the same room as the hot water heater and HVAC system.
- All windows and doors must be closed, locked, and secured. For theft prevention and energy conservation, the drapes and blinds should be closed.
- Allow one faucet on each floor (*preferably rooms on outside walls*) to have a slow drip to maintain a flow of water in the pipes which will prevent them from freezing.
- If applicable, ensure water lines for lawn sprinkler systems have been drained.
- If responsible for snow removal, please contract with local service or have a chapter member who lives nearby remove snow while on break.

LIGHTS/ELECTRICITY

- Timers On Lights.
- Exterior lights help deter trespassers. Motion-sensored lights and automatic timers are convenient and will ensure that the lights are turned on and off when desired.
- Unplug all non-essential appliances.

THEFT/VALUABLES

- Notify the fire department, police department and your alarm company whether the chapter house will be open or closed, and make sure they know the individual to contact in the event of an emergency.
- Secure personal Items: If a storage closet is unavailable, one room should be designated for locking up all target items for burglars, such as stereos, TVs, DVD Players, speakers, game systems, etc.
- Composites, awards, and chapter memorabilia are often the target of vandalism, and some of these items are irreplaceable. Make sure these items are stored safely and out of plain view.

- Secure Outdoor Valuables.
- Make sure all entry doors are locked and secured. If possible, arrange with your facility manager to have the entry code changed after everyone leaves.

GENERAL

- Remove all perishable food items from storage and dispose of properly.
- Clean the house thoroughly prior to an extended break.
- To avoid any potential cleaning charges garbage, food, and trash must be bagged and in the DUMPSTER, and the house must be left in clean condition prior to leaving on breaks.
- If applicable, all air conditioning units that are not permanently installed must be removed from the windows before members leave for Thanksgiving Break and remain removed until next spring.
- Inspect all common rooms for damage. Any damage discovered should be documented.
- Inspect all tenant rooms. Any damage discovered should be documented.