

BUILDING OWNERSHIP + PROPERTY MANAGEMENT

COMMERCIAL PROPERTY WINTERIZING CHECKLIST

Property: _____ Date: _____

LIFE SAFETY

- ☐ Complete and document annual life safety inspections.
- ☐ Visual inspection of all system(s)
- ☐ Replace batteries in smoke detectors and emergency exit light fixtures
- ☐ Drain and monitor all drum drips / low point drains (dry fire systems)
- ☐ Inspect and test compressors and/or jockey pumps (dry fire systems)
- ☐ Ensure operational heating throughout wet fire system coverage areas
- ☐ Create procedures for severe weather
- ☐ Other _____

*SALAMANDER'S SOLUTIONS PROVIDE
REAL-TIME ALERTS TO WET + DRY FIRE
SPRINKLER COMPROMISE AND POTENTIALLY
SAVE 20%+ OF ENERGY COSTS!*

ROOF + EXTERIOR

- ☐ Inspect roof, including seams, flashing, transitions and coping
- ☐ Ensure gutters and downspouts are secure and clear
- ☐ Check doors and windows for air gaps and potential animal entry points
- ☐ Ensure building and site lighting are lamped and working
- ☐ Program light timers accordingly
- ☐ Install snow stakes and reflectors for light poles, bollards and other uprights
- ☐ Designate areas for parking and storage / staging of snow equipment and snow piling
- ☐ Document insurance and contracts from all service providers
- ☐ Other _____

*IT GETS
DARK EARLY*

MECHANICAL

- ☐ Check thermostat schedules and batteries
- ☐ Cover any outside A/C condenser units
- ☐ Ensure all HVAC inlets and outlets are free from snow or debris accumulation
- ☐ Perform winter HVAC maintenance
- ☐ Other _____

ON AVERAGE, HVAC USES ~40% OF ALL BUILDING ELECTRIC

PLUMBING

- ☐ Perform visual inspection of all wet areas
- ☐ Ensure no 'freeze-prone' conditions exist
- ☐ Shut off and drain outside hose spigots
- ☐ Insulate any exposed pipes
- ☐ Other _____

*REPLACE WITH
'FROST FREE'
WHERE POSSIBLE*

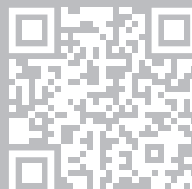
SALAMANDER



JTJ TECH, LLC

Jonathan Epstein, President
(610) 810-1833 · je@jtjtech.com
GetSalamander.com

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PROTECTION
by
CONNECTION

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