



Winter Break Checklist

Updated December 2015

This resource is provided by Beta Theta Pi's Cornerstone Housing Program. If you have questions, updates, or suggestions, please contact Anne Emmerth, Director, Cornerstone Housing Program (anne.emmerth@beta.org; 800-800-BETA).

It's time to get your facility ready for the colder months and winter break! Work with your facility manager and house director to review and complete this helpful checklist.

- Complete routine maintenance on furnace/boiler
 - HVAC Contractor: _____
 - Date Completed: _____
- Ensure furnace is on and thermostat is set at or above **60** degrees
- Ensure all hoses are removed from exterior water spigots/faucets
- Drain water lines in lawn sprinkler system
- 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
- Inspect all rooms, noting any damage and needed repairs
- Ensure all non-essential appliances and electronics have been unplugged
- Caretaker selected or hired to complete daily inspections:
 - Name: _____
 - Telephone #: _____
 - Requirements:
 - Daily walk-through to confirm no loss has occurred
 - Ensure furnace is operating
 - Ensure premise is secure
 - Remove any snow, ice or debris which may create hazard
- Caretaker provided with:
 - 1. A Master Key**

The key should allow access all areas of the house including individual rooms.

2. Alumni House Corporation Contact

Name: _____

Telephone #: _____

3. Emergency Response Contact

Name: _____

Telephone #: _____

4. Emergency Repair Company options

ServiceMaster Recovery Management (SRM) 1-800-776-6710

5. Insurance Claim Reporting Information

Insurance Agent: _____

Insurance Company: _____

Policy #: _____

Contact Information: _____

If insured through Beta Theta Pi's Cornerstone Property Insurance Program:

- Insurance Broker: Holmes Murphy, www.holmesmurphyfraternity.com, 800.736.4327
- Holmes Murphy Office Hours Contact: Rob Wilson at rwilson@holmesmurphy.com, ext. 5500
- After hours contact: 800.736.4327 ext. 4189

- Secure chapter house and lock all valuables
- Contact the local police department or campus security to check on the chapter house periodically
- Contact local alarm company to review and update list of emergency contacts, should the alarm go off
- Thoroughly clean chapter house prior to extended break
- Confirm that heat registers are not blocked and combustible materials are safely stored (not next to or in the same room as the hot water heater and HVAC system)
- Remove all perishable food from the kitchen and other spaces
- Lock and inspect all windows and repair all broken glass
- Ensure that exterior doors are well insulated and close and latch completely
- Inspect the hot water heater and exposed water lines and drain pipes for slow leaks
- Attach and secure downspouts with extension 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
- Clean gutters and downspouts to ensure proper roof drainage. *Improper roof drainage can cause ice dams to develop, which can cause roof and interior water damage*
- 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. *Debris can provide an opportunity for an arsonist*
- Check security/safety lighting

- Service and clean fireplace and chimney and check for defects or debris
- Check tenant rooms for the following:
 - Damage to walls or furniture. *Any damage discovered should be documented*
 - Unplug all nonessential appliances and electrical devices
 - Ensure heat registers are not blocked by personal belongings
 - Lock room/suite door for security

Completed by: _____

Date Completed: _____

For further information or questions regarding risk prevention and educational resources or materials, please contact

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