

WINTERIZATION CHECKLIST

Property Address:	
Asset Reference # or Code	

Contractor Name:		Date:	
Lockbox Code:		Client:	

Was a Full Winterization Completed?	YES	NO
Complete Winterization?	<input type="checkbox"/>	<input type="checkbox"/>
Partial Winterization?	<input type="checkbox"/>	<input type="checkbox"/>

PRESSURE TEST RESULTS

Did System Hold Pressure? (35 PSI for 30 Min)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If a Partial winterization, reason why only a partial winterization was completed:
If Plumbing or Heating Damage exists (If system did not hold pressure then YES Damaged, Describe any Damages to the System:

Identify Type of Heating System:	WET		DRY	
Were Utilities on at time of Winterization?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Is Water Shut off at Curb?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Utilities Available:	<input type="checkbox"/> City Water	<input type="checkbox"/> Well Water	<input type="checkbox"/> Electric	<input type="checkbox"/> Gas
	<input type="checkbox"/> Oil	<input type="checkbox"/> Propane	<input type="checkbox"/>	<input type="checkbox"/>

Mark off Each Step of Winterization that has been Completed. **(Supporting Photos must be Provided)**
*****ALL WINTERIZATION SERVICES MUST MEET LCOAL CODES AND ORDANANCES*****

Shut off water at meter shut off outside house.	Drained all internal/external water supply lines.	
Shut off main water shut off valve inside house.	Drained all toilet tanks and bowls.	
Installed nylon cable tie to tie off main water valve.	Drained wet heat system.	
Disconnected water meter, Capped pipes.	Drained well holding tank.	
Taped the removed water meter to water drain.	Shut off power to heating system.	
Disconnected supply line, Capped pipes.	Shut off power to water heater.	

Pressure Test Completed (35 PSI for 30 Minutes).	
Opened all faucets, intermediate valves, Including bibs to the shutdown point.	

***** ALL SINKS, TUBS, TOILETS, DRAINS MUST BE CLEANED PRIOR TO ADDING ANITFREEZE*****

Antifreeze added to toilet tanks and bowls.	Antifreeze added to basement floor drains.	
Antifreeze added to all Sinks and Drains.	Antifreeze added to Laundry floor drains.	
Antifreeze to all bathtub/shower drains.	Antifreeze added to Dishwasher drain.	

Notice posted stating property Winterized	Toilet Wraps Installed	
Winterized Tape and or Stickers at fixtures	Winterized posted at water heater and boiler	

Please Sign to Verify that all information is true and work has be completed.	
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