

Toolbox Talks

Facilities Maintenance – Winter Building

As someone responsible for facility safety, you have a lot to do to prepare for winter. Listed below are some helpful reminders to assist you in preparing.

- Have the building's heating systems serviced.
- Have the building's air conditioning system winterized.
- Insulate air handling units insulated.
- Confirm water lines and sprinkler lines, exposed to cold areas are wrapped in heat tape or insulated to prevent pipe bursts.
- Have quarterly service maintenance for facilities equipped with a sprinkler system.
- Have dry sprinkler system low points in unheated areas drained of moisture.
- Confirm the dry sprinkler system's stand pipes are heated below the flapper valve.
- Install at least 20 feet of matting or carpet placed at entry / exits to prevent slip and fall during winter months.
- Change entry / exit matting frequently during the winter months.
- Have mopping and floor cleaning conducted throughout the day during the winter months to reduce exposure to wet floor slip, trip or fall hazards in high traffic areas.
- Put out caution signs after mopping to warn of wet floors.
- Protect propane or natural gas meters, regulators, and piping from snow and ice falling off the roof or snow from being pushed on them by plowing
- Have propane tanks installed on the gable end of the facility or away from a potential snow and ice sloughing hazard.

If your building has a standby generator;

- Set the generator to self-test weekly.
- Have the generator serviced annually.
- Know how to start and transfer load manually
- Know which circuits can be powered by the generator

