

Winter Break Checklist

Please request that a house mother/director, local house corporation or property management team volunteer or collegiate chapter officer complete the steps outlined in the checklist, sign it and **return it to the appropriate individual to confirm preparations have been made for the school break.** This form is for chapter use; please do not send this form to HRH/Kirklin & Co., LLC.

- Routine maintenance completed on furnace/boiler
HVAC Contractor: _____
Date Completed: _____
- Furnace on and thermostat set at or above 60 degrees
- Make sure all hoses are removed from exterior water spigots/faucets
- Drain water lines in lawn sprinkler system where appropriate
- Open the indoor faucets slightly to allow water to trickle, 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
- All rooms inspected and non-essential appliances and electronics have been unplugged
- Caretaker selected or hired to complete daily inspections:
Name: _____
Telephone #: _____
- Caretaker required to walk-through the house daily to confirm no loss has occurred, furnace is operating, premise is secure and all walking areas are free of ice, snow, and debris which may create a hazard
- Caretaker provided with:
 1. **A Master Key**
The key should allow access all areas of the house including individual rooms. This will enable efforts to deal with situations in a timely and efficient fashion.
 2. **Alumnae/Alumni House Corporation Contact**
Name: _____
Telephone #: _____
 3. **Emergency Response Contact**
Name: _____
Telephone #: _____
 4. **Emergency Repair Company options, not recommendations.**
Service Master Claim Response 1-800-RESPOND
Belfor Residential Services at 800 856 3333
Paul Davis Restoration, find local number in your area at www.dexonline.com

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5. Insurance Claim Reporting Information – If insured with HRH/Kirklin, the Fraternal Property Management Association and RSUI Indemnity Company.

Insurance Agent: HRH/Kirklin & Co, LLC, www.kirklin.com 800.736.4327

Office Hours Contact: Steve Wilson, Claim Advocate, swilson@kirklin.com, Extension 209

6. Insurance Claim Reporting Information – If insured with HRH/Kirklin, Fraternal Property Management Association and RSUI Indemnity Company.

Insurance Agent: _____

Insurance Company: _____

Policy #: _____

Contact Information: _____

- Chapter house is securely and all necessary valuables are locked
- Contact the local police department or campus security to check on the chapter house periodically
- Chapter house thoroughly cleaned prior to extended break, confirmed heat registers are not blocked, combustible materials are safely stored (*Not next to or in the same room as the hot water heater and HVAC system!*), and all perishable foods are removed
- Windows have been inspected and all broken glass repaired
- Exterior doors are well insulated appropriately, close and latch completely
- Inspect the hot water heater and exposed water lines and drain pipes for slow leaks
- Downspouts are attached and secured with extension from foundation, preventing water damage
- Clean gutters and downspouts to ensure proper roof drainage, improper roof drainage can cause ice damming to occur, which can cause interior water damage
- Make sure downspouts do not drain onto the driveway, sidewalks, or patios and fully displace water away from foundation and other walking areas
- Exterior of chapter house cleaned and security/safety lighting checked
- Fireplace and chimney serviced, cleaned and checked for defects or debris
- Tenant's rooms checked for the following:
 - Unnecessary damage, any damage discovered should be documented
 - All nonessential appliances and electrical devices unplugged
 - Heat registers are not blocked by personal belongings
 - Suite door is locked for security

Completed by: _____

Date Completed: _____

For further information or questions regarding risk prevention and educational resources or materials, please contact Ned Kirklin, Managing Director at 1-800-736-4327 extension 200 or nkirklin@kirklin.com

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