



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 was developed as a premise risk management tool; please do not return this form to Willis North America.

- 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 where appropriate
- 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
- 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. Alumnae/Alumni House Corporation Contact**
Name: _____
Telephone #: _____
 - 3. Emergency Response Contact**
Name: _____
Telephone #: _____
 - 4. Emergency Repair Company options**
Service Master 1-800-RESPOND
ServPro 1-800-SERVPRO

5. Insurance Claim Reporting Information

Insurance Agent: _____

Insurance Company: _____

Policy #: _____

Contact Information: _____

If insured with the Fraternal Property Management Association property insurance program underwritten by RSUI Indemnity Company:

Insurance Broker: Willis North America, www.WillisFraternity.com or www.WillisSorority.com
800.736.4327

Office Hours Contact: Steve Wilson, Manager, Claims & Loss Control, swilson@willis.com, ext. 209

After hours contact: (800) 818-5619

- Secure Chapter house and lock all valuables
- Contact the local police department or campus security to check on the chapter house periodically
- 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
- 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 damming to occur, which can cause 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 tenants rooms for the following:
 - Unnecessary damage. *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