

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 return this form to HRH/Kirklín & Co., LLC.

- 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 #: _____
Requirments:
 - 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

-Continued on next page-



5. Insurance Claim Reporting Information

Insurance Agent: _____

Insurance Company: _____

Policy #: _____

Contact 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, Manager, Claims & Loss Control, swilson@kirklin.com, ext. 209

- 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
- Clean gutters and downspouts to ensure proper roof drainage. *Improper roof drainage can cause ice damming to occur, which can cause interior water damage*
- Ensure downspouts fully displace water away from foundation and other walking areas without draining onto the driveway, sidewalks, or patios
- Clean exterior of chapter house
- 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

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