

# How to prepare your building for winter

A comprehensive checklist for New York City boards and building owners



Frigid temperatures and precipitation can cause severe maintenance issues in buildings that are not properly winterized. The bulk of these preparations falls in the hands of your property manager, who should understand what to do well before the winter season begins.

Use our winter weather preparedness guide to assess how well your management company has prepared your building for the coming season.



### Essential supplies to have on hand:

- Snow shovels and other snow removal equipment
- Rock salt or other ice melt products
- Flashlights, matches, and glow sticks
- Supply of fuel to operate equipment (stored in a flammable safety cabinet)

### Equipment check:

- Ensure heating equipment is operating efficiently
- Ensure equipment such as emergency generators, communication systems/devices, and snow blowers are operational; fill fuel tanks in advance
- Inspect all fire protection equipment such as sprinkler control valves and fire pumps
- Monitor building temperatures, especially in hard-to-heat areas
- Identify and protect equipment that has potential to freeze up
- Check rooftop water tanks and supply lines to ensure they are well insulated
- If the roof tank uses a supplemental heating element, confirm the equipment is working
- Test back-up batteries on magnetic door releases

## Emergency preparedness:

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|--|--------------------------|
| Have a plan in place for staff coverage in case travel to the building is not possible | <input type="checkbox"/> |
| Ensure procedures are in place in case of heat/electricity loss or flooding            | <input type="checkbox"/> |
| Gather contact information of service providers you may need to restore operations     | <input type="checkbox"/> |
| Ensure that someone on staff checks on elderly or special needs residents              | <input type="checkbox"/> |
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## Prepare for high wind gusts:

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|---|--------------------------|
| Move indoors all non-essential equipment from roofs, patios, terraces, or other outdoor areas | <input type="checkbox"/> |
| Strap and anchor down all roof-mounted equipment  | <input type="checkbox"/> |
| Close and secure windows in all common areas  | <input type="checkbox"/> |
| Properly brace all outdoor signs and awnings  | <input type="checkbox"/> |
| Ensure trees and shrubs around the property are well trimmed                                  | <input type="checkbox"/> |
| Remove aerial antennas and satellite television dishes  | <input type="checkbox"/> |
| Securely shut all bulkhead doors, windows, and rooftop elevator motor rooms                   | <input type="checkbox"/> |
| Procure tape to secure windows/broken glass if necessary                                      | <input type="checkbox"/> |
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## If your building is undergoing exterior work (i.e., Local Law 11, roof replacement, etc.), take precautionary measures to secure the site:

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|---|--------------------------|
| Tie down and secure material and loose debris at construction sites   | <input type="checkbox"/> |
| Cover electrical equipment from exposure to the weather   | <input type="checkbox"/> |
| Store loose tools, oil cans, and extra fuses in a toolbox   | <input type="checkbox"/> |
| Secure netting, scaffolding, and sidewalk sheds   | <input type="checkbox"/> |
| Suspend hoist operations and exterior hoists when wind speeds reach 35 mph or greater, unless manufacturer specifications state otherwise | <input type="checkbox"/> |
| Brace and secure construction fences  | <input type="checkbox"/> |
| Secure all windows  | <input type="checkbox"/> |
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Gather supplies to prepare your building staff for an emergency event:

- Battery-operated AM/FM radio
- Reflector tape
- Caution tape
- Camera
- Bottled water
- Granola bars
- Wet vacuums
- Cots
- Charged walkie talkies
- Portable generators
- Cell phone charger



## Let's talk

FirstService will never leave you out in the cold. No matter the weather or circumstance, we take action before a problem presents itself.

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