



WINTERIZATION CHECKLIST

Date: _____

Property Address: _____

1. Provide a Front View Picture
2. Provide an Address Picture
3. How many units? _____
4. Have all units been winterized? **Y** or **N**
5. Type of heating System? _____
(Forced Air, Steam Radiator, Radiant Flooring, Circulating Baseboards, or Other)
6. Was property frozen on arrival? **Y** or **N**
7. What is the source of water service? _____
(Well, City/Municipal, Other, Unknown)
8. Is the Gas turned ON? **Y** or **N** (if yes, Meter photo)
9. Is the Electricity turned ON? **Y** or **N** (if yes, Meter photo)
10. Is a sump pump required at the property? **Y** or **N**
11. Is the main water valve turned off at the curb (water meter)? (Provide Photo)
12. Was a Zip Tie installed on the main water valve to prevent water from being turned on? (Provide Photo)
13. Was the water meter missing/not installed or disconnected? **Y** or **N** (Provide Photo)
14. Was gas or electricity turned off to the water heater? (Provide Photo)
15. Was the water heater drained? (Provide Photo)
16. Was the breaker for the well pump turned off? **Y** or **N** (if it applies)

17. Were all well holding/pressure tanks drained? **Y** or **N** (if it applies)

18. Were all toilet tanks drained? (Provide Photo)

19. Was antifreeze added to:

-all toilet bowls and tanks? (Provide Photos)

-all sink P-traps? (Provide Photos)

-all shower and tub drains/P-traps? (Provide Photos)

-all floor drains? (Provide Photos)

-the dishwasher drain/pan? (Provide Photos)

20. Were notices placed on:

-all toilets (Provide Photos)

-all tubs/showers (Provide Photos)

-hot water heater(s) (Provide Photos)

-water meter (Provide Photos)

-dishwasher (Provide Photos)

-all sinks (Provide Photos)

-front/primary entrance door (Provide Photos)

21. Does the house have a Radiant or Steam heating system? _____