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FACTS

CREATING AMAZING VALUE

with our clients, colleagues, and communities

Winterization Checklist 2017

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Every fall we start preparing the properties we manage for the winter season. Our objective is ultimately to be prepared, in order to prevent a future crisis from happening and avoid having to deal with property related emergencies when it is dark, late at night, raining, icy or freezing. To do this effectively, we create a check list to guide us (along with and our vendors and maintenance staff), in our goal to protect the properties we manage. Our planning work begins in the spring, but the implementation takes all year. We have summarized our list for you, so that you can use it as a tool when you take care of the properties you own or manage.

Prevention of freeze damage

- Notify Tenants/ Owners (in writing and by email) that winter is coming, and water should be kept dripping and heat over 50 degrees when a snow storm or drop in temperature is forecasted
- Post notices in vacant spaces notifying visitors to keep water dripping and heat at close to 50 degrees, and to keep spaces winterized
- Install portable heaters in vacant commercial spaces that may not have heat
- Stock portable heaters with onsite and offsite maintenance departments
- Test snow blowers
- Test/service backup generators
- Test and replace sump pumps if necessary

Heating Ventilation and Air Conditioning (HVAC)

- Service furnaces in the fall in residential environments (homes and

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- some apartments)
- Service commercial HVAC equipment on a quarterly basis

Water - Drainage

- Clean and clear of all clogs gutters and downspouts, in the fall and again in the spring
- Drain water from exterior water spigots
- Cover spigots with insulated faucet covers
- Close and insulate crawlspace venting
- Wrap and plug in pipe heating cable for waterlines that are exposed to cold air
- Confirm that exposed waterlines are either insulated or wrapped in pipe heating cable/tape
- Drain water from irrigation systems
- Winterize irrigation systems
- Drain and clear parking lots of debris
- Replace parking lot drain filters (if they exist)

Roofing

- Inspect roofs for moss or damage
- Spread moss killer on all roofs that show signs of moss
- Remove dead moss and debris from roofs so as not to clog roof drains (complete before drain cleaning)
- Have flat roofed building roofs inspected and minor repairs completed (annually)
- Fall tree trimming – remove branches on or near roofs to prevent leaves clogging gutters

Lighting

- Check exterior lights seasonally
- Inspect and replace timers and photocells
- Inspect and replace interior and exterior light fixtures – replace burnt out lightbulbs if necessary

Planning for snow removal and clearing of sidewalks

- Create a snow removal plan
- Hire landscaper for snow removal and execute contract
- Stock properties with Ice melt and snow shovels

- Establish staffing for snow removal procedures

During major snow storms pay attention to:

- Snow should be clear from HVAC units
- Limit snow on rooftops if possible
- Ensure drains are clear of ice and snow
- Warn those of possible snow/ice falling from gutters and roofs
- Keep an eye on snow and ice buildups on sidewalks and in parking lots and use ice melt and snow removal tools to allow access to properties for tenants and their visitors

As you can tell this is a long checklist. It takes significant organization and time to prepare your buildings for inclement weather. If you take the time to plan and focus on preventative maintenance for your properties you will have happier tenants, fewer maintenance emergencies, and save money.



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