

Utility Winter Checklist

- Check for fire hydrants that do not drain properly. Once you have identified the problem hydrants, you need to pump them down at least 6' below ground level. You will want to check these problem hydrants a couple of days after pumping to see if water is leaking by the main seat and filling the barrel of the hydrant back up.
- Check any areas in which you may use heat tape. You will want to make sure that the heat tapes are working properly. If the heat tape is 3-4 years old, you may want to strongly consider replacing that heat tape.
- Does your community have park restrooms or water fountains that need to be drained or winterized?
- Your water tower is one of your biggest assets and should be a concern during the winter months. You can vary the level in your tank on a daily basis to keep from having major freezing problems. If your tank overflows on a regular basis, you need to correct the problem before the winter gets here. A water tank can collapse with excess ice build-up.
- Do you have an auxiliary heat source available in your well house in case power would go off for more than a couple hours?
- If you have any machinery that stays out in the weather or is in an unheated garage, be sure to check antifreeze strength, it should be down to at least negative 40 degrees F.
- Winterize mowers and equipment that will sit all winter. Gas stabilizer in October makes things so much easier in April.
- Check insulation and weather-stripping on all facilities in order to reduce the cost of heating those spaces.
- Inspect your facilities for small openings where mice and other small animals could find their way into the facility. In addition to the health concerns, mice can cause a lot of damage.
- While conducting winterizing inspections, this would be a good time to check security needs for each site.
 - Secure access with chains and or locks
 - Clear fences and make sure they are properly maintained
 - Close and lock gates
 - Make provisions for proper snow removal
 - Make sure any security or freeze alarms are all operational
- Remind your seasonal customers of some winterizing tips for their home when they call in for their seasonal disconnect. (Draining of water line, if they don't have hot water heat of course, turn back thermostat on furnace and hot water heater.)
 - Find out an approximate return time of your customer and get an emergency contact number that they can be reached out while out of town.