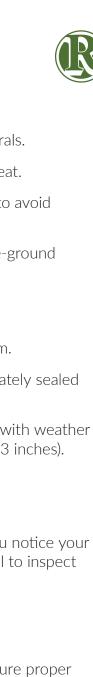
Transitioning to the cooler months is about more than keeping your building warm, but also creating a safe, comfortable environment for your occupants while ensuring your equipment runs smoothly and efficiently. Prepare your building for the winter season ahead using our checklist below.

Create	a Plai	n
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$\bigcirc$	Create a maintenance plan tailored to your building's needs.		
$\Diamond$	Outline an emergency plan.		
Ó	Find a trusted service company that can perform routine, predictive, and emergency maintenance when necessary.		
HVAC System			
0	<b>Heating System:</b> Schedule preventative maintenance service with your HVAC technician to ensure your system is ready for constant heating.		
	Thermostat and Controls: Ensure any software and technology running your HVAC system is		
	in good condition to help prevent wasted energy.		
0	<b>Humidifier Maintenance:</b> Regularly clean the tank and all components that come into contact with water or vapor.		
	<b>Monitor Relative Humidity:</b> Ensure rooms with a lot of technology stay within the ideal range of 45%-55% relative humidity to prevent static electricity and condensation-related damage.		
	<b>Adjust HVAC Settings:</b> Calibrate humidifiers and dehumidifiers in your HVAC system to maintain consistent humidity levels, especially during colder months when ambient air holds less moisture.		
	<b>Prevent Mold Growth:</b> Keep a close eye on any areas prone to moisture buildup, as high humidity can lead to mold growth, compromising both equipment and air quality.		
Ó	<b>Log Humidity Readings:</b> Maintain a daily log of humidity levels to identify trends or sudden changes that might signal HVAC malfunctions.		



Regularly check for signs of condensation on hardware, which may indicate overly high humidity and lead to a risk of short circuits or rust.



## **Plumbing**

$\bigcirc$	<b>Boiler:</b> Have your boiler serviced and keep the boiler room clean and accessible.
$\Diamond$	Water Heater: Drain and flush your water heater to clear it of sediment and minerals.
$\Diamond$	<b>Pipe Insulation:</b> Insulate exposed pipes to reduce the risk of freezing and losing heat.
	Keep a stable indoor temperature and let water run slowly through pipes to avoid freezing and bursting on extremely cold days.
Ó	<b>Irrigation Systems:</b> Drain and turn off any outdoor water lines, and insulate above-ground components to prevent pipes from freezing.
Drafts	and Air Leaks
$\bigcirc$	<b>Roofing:</b> Inspect flashing, vents, and any other components where gaps could form.
	<b>Attics, Basements, and Crawl Spaces:</b> Ensure entrances to these areas are adequately sealed and insulated.
	<b>Doors and Windows:</b> Check for drafts around doors and windows and seal areas with weather stripping, caulk (for gaps up to ¼ inch), or foam spray (for gaps between ¼ inch to 3 inches).
$\bigcirc$	<b>Insulation:</b> Make sure exterior walls and ceilings are insulated to reduce heat loss.
	Check for any wet insulation.
	If your building was built before the year 2000, is over 20 years old, or you notice you building is losing heated/cooled air easily, you should consult a professional to inspect your building's insulation.
Outdo	or Maintenance
0	<b>Clear Gutters and Downspouts:</b> Remove debris to prevent water buildup and ensure proper drainage when snow melts to prevent structural damage.
0	<b>Outdoor Equipment:</b> Inspect any equipment exposed to weather, ensuring they're secured, running efficiently, or covered for protection.
Safety	Considerations
Q	Water and Ice: Regularly maintain sidewalks, stairs, and entryways to prevent slips and falls.
$\bigcirc$	<b>Electrical and Fire Hazards:</b> Check that electrical systems are dry and free from moisture.

**BONUS:** This is also a good time to test your detectors, such as smoke detectors and carbon monoxide alarms.