



Winter Building Maintenance Checklist

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 Plan

- Create a maintenance plan tailored to your building's needs.
- Outline an emergency plan.
- Find a trusted service company that can perform routine, predictive, and emergency maintenance when necessary.

HVAC System

- **Heating System:** 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.
- **Humidifier Maintenance:** Regularly clean the tank and all components that come into contact with water or vapor.
- **Monitor Relative Humidity:** 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.
- **Adjust HVAC Settings:** Calibrate humidifiers and dehumidifiers in your HVAC system to maintain consistent humidity levels, especially during colder months when ambient air holds less moisture.
- **Prevent Mold Growth:** 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.
- **Log Humidity Readings:** Maintain a daily log of humidity levels to identify trends or sudden changes that might signal HVAC malfunctions.

BONUS: 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

- **Boiler:** Have your boiler serviced and keep the boiler room clean and accessible.
- **Water Heater:** Drain and flush your water heater to clear it of sediment and minerals.
- **Pipe Insulation:** 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.
- **Irrigation Systems:** Drain and turn off any outdoor water lines, and insulate above-ground components to prevent pipes from freezing.

Drafts and Air Leaks

- **Roofing:** Inspect flashing, vents, and any other components where gaps could form.
- **Attics, Basements, and Crawl Spaces:** Ensure entrances to these areas are adequately sealed and insulated.
- **Doors and Windows:** 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).
- **Insulation:** 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 your building is losing heated/cooled air easily, you should consult a professional to inspect your building's insulation.

Outdoor Maintenance

- **Clear Gutters and Downspouts:** Remove debris to prevent water buildup and ensure proper drainage when snow melts to prevent structural damage.
- **Outdoor Equipment:** Inspect any equipment exposed to weather, ensuring they're secured, running efficiently, or covered for protection.

Safety Considerations

- **Water and Ice:** Regularly maintain sidewalks, stairs, and entryways to prevent slips and falls.
- **Electrical and Fire Hazards:** 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.