



Winterization Checklist

Important Steps to Preparing Your Rental for Winter

To _____

Date

Address

Preparing your rental property for winter can save you large sums of money and inconvenience.

Prevent Plumbing Freezes

Disconnect and drain garden hoses. Most frozen pipes are a result of failure to disconnect hoses or turn off shut off valves. If you have shutoff valves for your hose spigots in your house or basement, don't forget to turn them off.

Insulate any exposed plumbing pipes.

Heating System

Have your heating system inspected and/or serviced. (Your service contract with your heating company should cover this at no charge.)

Make sure you have plenty of heating fuel. Do not allow oil to run low – you run the risk of running out and freezing pipes. The bottom oil sludge in your oil tank causes clogs in your oil line and nozzle.

Fireplace

If your home has a fireplace, be sure the chimney is cleaned and ready for use before lighting any fires! Inspect the flue and make sure it closes properly to eliminate draft when fireplace is not in use.

Windows & Doors

If your home has storm door(s), be sure to place the glass in position as many storm/screen doors require you to slide the glass into place when the weather gets colder.

If the home has storm windows, remember to close them or replace them properly. (<i>You'd be surprised how many people remove their storm windows to install window unit air conditioners)

Window Air Conditioners

You should not have any air conditioners in the windows. If you do, remove them immediately and replace the windows in their proper positions.

Roof & Gutters

Check your roof for loose or broken shingles and report any to owner. Be sure your gutters have been cleaned free of leaves, sticks and debris, so you will have proper drainage.

Smoke Detectors, fire extinguishers and Carbon Monoxide Detectors

Test your detectors to make sure they work. Replace batteries if needed. Have spare batteries available.