

SPRINGTIME PROPERTY CHECK-UP

PROPERTY INSURANCE

Fraternity & Sorority Risk Management and Insurance Program Suggested Loss Control Program

With winter subsiding, spring is a good time to perform a complete property inspection and life safety system check-up. A thorough survey of your facility will allow you to keep your property in top condition. The following items are a few of the areas worthy of your time and attention.

1. **Roof Damage and Maintenance**

Have your roof inspected for winter weather damage before rain and leakage cause serious water damage. Check your roof surface and weather seals for winter weather damage and for wear and tear and deterioration problems. Promptly perform necessary repairs and preventative maintenance.

2. **Roof and Water Damage**

Check roof drains and downspouts to be certain they are free of damage, clean, and free running. Yard drains and catch basins should also be examined for blockage and proper positioning. Reposition with proper extensions and clearance (away from facility). Promptly perform necessary repairs and preventative maintenance.

3. **Winter Damage to Exterior Water Outlets and Yard Sprinklers**

Check exterior water faucets, yard sprinklers, and outside water valves for frost, vandalism, and other damages. Promptly perform necessary repairs and preventative maintenance.

4. **Mechanical and Electrical Equipment**

Have inspections and regular professional maintenance performed on all mechanical and electrical systems. Give specific attention to fire detection and alarm systems, suppression systems, and heating and air conditioning equipment.

5. **Spring Premises Clean-Up**

Perform a thorough interior and exterior facility cleaning. Clean and remove any winter damage debris, dead brush, leaves, trash, etc. from around the facility. Test emergency lighting and check exterior and security lighting. Assure proper storage or disposal of flammables, cleaning supplies, and maintenance materials.

6. **Emergency Preparedness / Facility Maintenance Plan**

Review your chapter emergency plans. Test fire and life safety equipment and systems. Conduct a spring fire drill. Plan the summer and vacation chapter facility repairs and maintenance, including security and supervision.