FAVOR & COMPANY
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HOLIDAY BREAK FACILITY CHECKLIST AND WINTERIZATION GUIDANCE

PROPERTY INSURANCE

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

Holiday breaks can leave chapter facilities partially occupied or vacant for extended periods, increasing the potential for property damage, security concerns, and delayed discovery of a problem. Before students depart, the house corporation and chapter leadership should complete this checklist, assign responsibility for regular facility checks, and take the necessary steps to protect the property throughout the break.

1. **Designate a Winter Property Contact**
   Before the break, designate a House corporation representative, property manager, or other responsible adult to oversee the facility. Identify a backup contact and make sure both individuals have current keys, alarm access information, and contact information for appropriate vendors and emergency services.
2. **Conduct a Pre-Break Facility Inspection**
   Before the last residents depart, conduct a room-by-room inspection of the entire facility. Confirm that exterior doors, windows, attic access points, and other openings are closed and secured. Open interior doors and cabinet doors where plumbing is located along exterior walls so heat can circulate. Give particular attention to basements, crawl spaces, attics, stairwells, mechanical rooms, storage areas, and other spaces that may be difficult to heat.
3. **Maintain Heat and Inspect Mechanical Systems**
   Maintain heat throughout the facility at no less than 60°F, 24 hours a day. Do not turn the heat off or lower it significantly during the break. Confirm that the HVAC or boiler system is operating properly, fuel supplies are adequate where applicable, and qualified contractors have completed any necessary maintenance or repairs before the facility is left unattended.
4. **Plan Regular Facility Checks**
   Arrange for regular physical inspections throughout the break, particularly when the facility is vacant. During severe cold, rapidly falling temperatures, or a power outage, increase the frequency of inspections and confirm that heat is being maintained throughout the building. Early discovery of a broken window, loss of heat, water leak, or other problem can prevent a much more significant loss.
5. **Protect Domestic Water Pipes**
   Identify pipes and fixtures most vulnerable to freezing, including plumbing in exterior walls, unheated spaces, attics, basements, crawl spaces, and kitchens or bathrooms. If the facility will be vacant for an extended period or has vulnerable domestic-water piping, consult a qualified plumber to determine whether shutting off and draining the domestic-water system is appropriate. If water remains on, consider allowing susceptible hot and cold-water fixtures to drip during severe cold.
6. **Protect Fire Sprinkler Systems**
   Do not shut off, drain, alter, or impair a fire sprinkler system without direction from a qualified fire protection contractor. Confirm that spaces containing sprinkler piping, valves, risers, or fire pumps

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will remain adequately heated. Facilities with sprinkler systems should ensure that the system has been inspected and that the appropriate contractor is available if a concern arises.

7. **Maintain Safe Heating Practices**
   Portable space heaters should not be used in chapter facilities. They present a significant fire risk, especially if left unattended. Do not use open flames, torches, or other improvised methods to thaw frozen pipes. Contact a qualified plumber or fire protection contractor if frozen piping is suspected.

8. **Secure the Facility and Control Access**
   Confirm that exterior lighting, locks, alarms, cameras, and access-control systems are operating as intended. Limit access during the break to authorized residents, employees, and approved visitors. The facility should not be used for social gatherings or other activities unless expressly authorized through the established approval process of the house corporation and the organization.

9. **Prepare for Winter Weather and Snow**
   Monitor weather forecasts and inspect the facility after significant snow, ice, wind, or freezing-rain events. Keep exits, fire escapes, hydrants, sprinkler connections, drains, and walkways clear as conditions permit. Do not allow undergraduate members to access the roof for snow or ice removal; engage qualified professionals when roof accumulation or ice dams create concern.

10. **Know Whom To Call**
    Keep current contact information readily available for the House corporation, property manager, HVAC contractor, plumber, fire sprinkler contractor, water damage restoration vendor, alarm company, and insurance claims contact. If an emergency occurs, take reasonable steps to protect people and property, obtain emergency assistance when warranted, and report the loss promptly.

Holiday Break Confirmation

Item	Confirmation
Break begins / facility reopens:	_____
Primary winter property contact:	_____ Phone:_____
Backup contact:	_____ Phone:_____
Minimum heat setting confirmed:	☐ 60°F or higher
Domestic-water plan confirmed:	☐ Water remains on ☐ Plumber consulted ☐ Water shut off/drained
Sprinkler contractor (if applicable):	_____ Phone:_____
Scheduled facility-check frequency:	☐ Daily ☐ More frequent during severe weather
First scheduled check:	Date/time: _____
Emergency plumbing/HVAC contact:	_____ Phone:_____
House corporation representative completing checklist:	_____ Date: _____

If a loss or emergency occurs, protect people first and contact emergency services. Take reasonable steps, only if safe to do so, to prevent further damage; notify the appropriate contractor or service provider; and report the claim promptly. Preserve photos, invoices, and other relevant documentation.