

Winterization Checklist for Hotels & Resorts

Anticipating winter's path and proactively addressing your susceptibility can greatly reduce your exposures to potential loss.

CONTRACTORS

- ❑ Obtain Certificates of Insurance for both Workers' Compensation and General Liability which should include a waiver of subrogation and additional insured endorsement.
- ❑ Verify coverage is provided for property damage or bodily injuries caused by contractors' employees or their operations.
- ❑ Review all contracts for snow removal for adequate levels of insurance.
- ❑ Verify contracts for snow removal, and at what condition snow removal begins (e.g. 1", 2" or 4" of snow depth) and continues.
- ❑ Implement emergency back-up plan if contractor is unable to provide services.

VEHICLES

- ❑ Review winter driving safety with each driver.
- ❑ Verify emergency supplies are provided in each vehicle.
- ❑ Ensure vehicle has been winterized (snow tires, windshield wipers, antifreeze levels, oil pressure).

VALET PARKING

- ❑ Train employees regarding environmental awareness.
- ❑ Inspect areas for possible exposures.
- ❑ Enforce safety protocols, procedure for clearing of valet parking lots, key control procedures, inspect shuttles including pick up/drop off areas, reinforce limit of devices while driving, inspect and maintain adequate lighting.

FIRE SPRINKLER SYSTEMS

- ❑ Inspect to verify all dry sprinkler system pipes are pitched to low point drains.
- ❑ Ensure each dry sprinkler system has a reliable source of air.
- ❑ Conduct specific gravity testing for all anti-freeze containing pipes and/or equipment.
- ❑ Drain all dry-barrel fire hydrants.
- ❑ Ensure all fire department connections are equipped with automatic drains.
- ❑ Drain all fire pump test headers.
- ❑ Set thermostat to maintain 40° F in all rooms or areas containing wet pipe sprinklers, risers, valve closets, wet standpipes, or fire pumps.
- ❑ Remove any water accumulation from a dry pipe valve system through all low point drains, hose headers, fire pump headers, priming water drains, or valve pits.
- ❑ Ensure that no sprinkler heads are installed less than three feet from heaters or heat-producing equipment/appliance.



HEATING SYSTEMS

- ❑ Schedule all heating, plumbing and any water systems to be inspected and serviced by a qualified professional. These systems may include fire sprinklers, domestic hot and cold water, steam condensate return lines, process water lines, and other similar systems.
- ❑ Ensure temperature monitoring systems are installed in unoccupied buildings to monitor and report temperature loss.
- ❑ Ensure that idle cooling equipment such as cooling coils, chillers, and compressors are drained and / or installed in areas with heat.

INDOOR / OUTDOOR TRAFFIC AREAS

- ❑ Check all snow removal equipment for operating order.
- ❑ Purchase entry walk off mats and extend mats 8-12 feet into the entrance to allow moisture removal from shoes.
- ❑ Verify all outside lighting is in full operating condition.
- ❑ Inspect all exterior stairs and steps, including any detached buildings.

PARKING LOTS

- ❑ Check parking area lighting.
- ❑ Designate areas for removed snow. If possible, place stockpiles on a slight down slope away from the parking area and pedestrian walkways.
- ❑ Mark and identify concrete tire stops or landscaped islands in parking areas (e.g. with small colored flags) to prevent dangerous trip and fall hazard.
- ❑ Discuss snow removal / ice condition plans with contractors for improvements.

OUTDOOR POOLS

- ❑ Close according to the manufacturer's pool closing and winterizing procedures.
- ❑ Blow out the water from plumbing lines.
- ❑ Drain all water from filter equipment and the like.

EMPLOYEES AND GUESTS

- ❑ Set up an employee notification system to communicate facility closures and procedures.
- ❑ Train employees who work outside to recognize the signs and symptoms of cold weather exposure.
- ❑ Educate employees to stay home when sick during cold weather.
- ❑ Reinforce safe manual material handling procedures specifically dealing with slick, wet or iced surfaces.
- ❑ Inspect public access areas and promptly and properly mark and address any hazards to minimize exposures.



BUILDING / ROOFS

- ❑ Prior to allowing employees to access any elevated heights or roofs, implement and adhere to an OSHA compliant Fall Protection Program.
- ❑ Repair or replace deteriorated roof coverings.
- ❑ Verify roof drains and downspouts are clear (both drain inlets and outlets) and strainer covers are in place.
- ❑ Secure any loose rooftop equipment or flashing.
- ❑ Prevent moisture damage – inspect for active and past roof leaks, conditions above and below any decks, ponding, areas in and around equipment (HVAC, gas piping, lightning protection, electrical equipment, process equipment), roof flashing (weathering, blistering, physical damage, open laps).
- ❑ Verify or determine snow loads for all roofs via blueprints or engineering specifications.
- ❑ Establish roof snow removal contracts.
- ❑ Mark the location of skylights, roof drains, electrical lines or other utilities that could become obscured by snow.
- ❑ Ensure all doors, windows, skylights, ventilators and shafts are weather-tight to prevent cold air from entering the building and to reduce the potential for ice damming.
- ❑ Pay particular attention while inspecting areas of recent construction or repairs.
- ❑ Set thermostat to heat buildings to a minimum temperature of 40 degrees, including dormant or inactive structures.
- ❑ Designate areas in which removed snow will be deposited. Areas should be away from walkways, air intakes and emergency exits. Place stockpiles on a slight down slope away from the parking area and pedestrian walkways.
- ❑ Maintain a list of contractors, equipment/parts suppliers to service building freeze-up problems.
- ❑ Create an emergency kit with a minimum 3-day supply of non-perishable food and bottled water, flashlights, and a battery-powered radio.
- ❑ Inspect all windows and doors to ensure proper fit and insulation, and replace missing or cracked glass.

FUEL

- ❑ Test backup systems and generators.
- ❑ Ensure an adequate supply of heating and generator fuel is on site, stored at least three feet from any heat source.

ELECTRONICAL SYSTEMS

- ❑ Test and inspect all low temperature alarm devices.
- ❑ Review lockout/tagout procedures should service or repair become necessary.
- ❑ Inspect and service emergency generators.
- ❑ Inspect and service emergency lighting.
- ❑ Trim and clear branches that could break, fall and damage overhead power lines under the weight of snow or ice.

About SUITELIFE

SUITELIFE provides an all lines insurance and risk management program for hotels, resorts, and hotel management companies and is an Inner Club Circle Member of the Boutique & Lifestyle Lodging Association (BLLA).

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