



CLAIMS RISK NOTE

Subject: **FALL / WINTER SEASONAL MAINTENANCE REMINDERS**

CHANGING LIGHT CONDITIONS	SKYLIGHTS
<input type="checkbox"/> Ensure lighting is adequate for pedestrians and vehicles and that light sensors / timers are adjusted for reduced winter light conditions.	<input type="checkbox"/> Ensure secure and caulked properly.
HVAC / AIR HANDLING UNIT	
<input type="checkbox"/> Ensure commissioned appropriately for the climate. <input type="checkbox"/> Ensure antifreeze function is circulating properly to prevent freezing. <input type="checkbox"/> Ensure mechanical room heaters are working. <input type="checkbox"/> Ensure floor drains are free of obstruction and functioning. <input type="checkbox"/> Ensure vent dampers are working and closing properly.	
SUMP PUMPS	
<input type="checkbox"/> Ensure they are functioning properly; maintain / replace regularly.	
ROOF DRAINS, EAVESTROUGH, DOWNSPOUTS AND SCUPPERS	
<input type="checkbox"/> Clear leaves and debris from roof to ensure drains are flowing properly. <input type="checkbox"/> Clear leaves and debris from eavestrough. <input type="checkbox"/> Ensure flashing is secure and caulked to prevent entry of rainwater. <input type="checkbox"/> Ensure downspouts are property secured against wind damage.	
CALIFORNIA DRAINS	
<input type="checkbox"/> Ensure that they are free of debris and functioning properly.	
IN-GROUND SPRINKLER SYSTEMS	BUILDING FIRE SUPPRESSION SPRINKLERS
<input type="checkbox"/> Ensure that sprinkler systems are winterized appropriately prior to onset of freezing temperatures.	<input type="checkbox"/> Inspect regularly to ensure no signs of imminent failures. <input type="checkbox"/> Do not neglect inspecting / maintaining sprinklers in hidden / attic / enclosed areas.
TREES / WINDSTORM	
<input type="checkbox"/> Inspect for problem trees and limbs; address as necessary.	

Institution owned trees which have fallen down should be cleaned up by the Institution to the extent that the tree/debris is on your property. Do not send contractors or Institution staff on to adjacent properties.

ENTRY AREAS

- Ensure entry floor mats are maintained to reduce slip and fall occurrences.
- Ensure that mopping and maintenance at high traffic entry points is addressed and maintained; reinspect regularly.
- Maintain a maintenance log concerning cleaning / review of entry points.
- Ensure mats pose minimal tripping hazard.
- Erect slippery floor signs during times of heavy rain / snow tracking.

PARKING LOTS AND WALKWAYS

- Ensure adequate and timely snow clearing and salting / sanding procedures.
- Log snow / ice clearing and routine inspections.
- Consider morning and regular walkthroughs of high traffic areas to ensure adequate monitoring of conditions.

SNOW CLEARING

- Ensure that a comprehensive written snow / ice clearing plan is in place.
- Ensure that the plan is implemented.
- Document snow clearing activities.
- Engage external snow / ice removal contractors where appropriate.
- Ensure adequacy of contractual liability agreements.

ICE DAMMING

- Inspect and maintain roof during snow / ice and rapid heating / cooling periods to ensure ice dams do not form.

See separately attached Risk Note for dealing with ice dams.



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It should be clearly understood that this document and the information contained within is not legal advice and is provided for guidance from a risk management perspective only. It is not intended as a comprehensive or exhaustive review of the law and readers are advised to seek independent legal advice where appropriate. If you have any questions about the content of this Claims Risk Note please contact your organization's risk manager or chief risk officer to discuss.