



ONTARIO TECH

GUIDELINE FOR WINTER WEATHER PRECAUTIONS

Winter chills and blizzards present serious challenges to facility operations. Therefore, it is essential that appropriate precautions be taken prior to the onset of winter to minimize the probability and severity of damage resulting from severe winter weather conditions. Such exposures fall into four main categories:

- Extreme Cold
- Heavy Snow
- Freezing Rain
- High Winds

Equipment Winterization

1. Seasonal Preparations

- Drain exposed equipment of water, winterize per manufacturer's recommendations and lockout.
- Lock and seal control valves are shut.
- Complete appropriate maintenance for sprinkler systems.
 - Trip tests
 - Low point drained
 - Antifreeze concentrations checked
- Pump valve pits dry.
- Roadway valves clearly marked.

2. Specific Event Preparations

- Provide clear communication regarding any intended functioning of the facility.
- Alert security and critical maintenance/facilities personnel alerted of potential need for standby/emergency operations.
- Double-check all water systems are fully drained and locked out.
- Service all low point drains on dry pipe/preauction/deluge sprinkler systems serviced.
- Re-check valve pits.
- Identify roadway valves.

Adequate Heat

1. Seasonal Preparations

- Maintain regular maintenance.
- Check remodeled areas including above new drop ceilings.
- Test fire water suction tank heat for the pump room (fall).
- Check heat in all dry pipe sprinkler valve rooms.





2. Specific Event Preparations

- Ensure heating is operational.
- Stage portable heating equipment.
- Portable heating equipment is kept away from combustibles.
- Seal open areas of the buildings.

3. During a Storm

- Tour the campus to ensure adequate heat is provided.
- Frequently check fire protection system.
- Frequently check dry pipe system.
- Frequently check riser rooms.

Structures and Services

1. Seasonal and Special Event Preparations

- Ensure roof drains are cleared of fall leaves.
- Create access to roof for snow clearing.
- Check flashing on all roofs in fall.
- Test standby generators and top-off fuel tanks.
- Review power outage protocols.
- Check anchorage of roof-mounted equipment.
- Ensure emergency equipment is available.

2. During a Storm

- Tour all interior and exterior areas to monitor damage.
- If applicable, make repairs to minimize damaging effect.
- If applicable, remove snow from roofs.

If you have any inquiries regarding this document, please contact the Office of Risk Management at orm@ontariotechu.ca.