

Winterization Procedures

The purpose of this document is to outline the steps and procedures to take when performing Winterization services on vacant assets:

- The winterization procedure should only take place between October 1st through March 31st and **ONLY IF**:
 - The work order specifically calls for the procedure in the “Contractor Comments” section
 - It has been 12 months since the property has been winterized
 - The winterization has been tampered with and is deemed no longer effective
 - Daily temperatures will reach below freezing levels for a sustainable amount of time that could cause the property to freeze
- The winterization process must include cleaning toilets and a complete draining of all plumbing and heating systems.
 - Eastern Estates will be held responsible for any damage to plumbing and heating systems, including sump pumps and wells, caused by untimely, inadequate, or improper maintenance or winterization. A standard winterization should encompass the following steps:
 - Flush all toilets and remove/clean any matter remaining in the bowls/sinks/traps (We **CANNOT** winterize a toilet/sink that is soiled, dirty or has debris in it)
 - Turn off the water supply at the water main
 - Drain the water heater, boiler, base boards and radiators. A hose must be used to drain the hot water tank and not onto an area where it could cause damage. Spigots in the property should open to facilitate draining and closed once draining is complete
 - An air compressor should be used to blow the plumbing lines clear and free of any residual water left in the lines after the water has been shut off at the water main
 - Using pink, non-toxic, RV antifreeze, add 1/2 cup to all drains (showers, tubs, toilets, and sinks). No other color antifreeze is acceptable.
 - Complete and post the attached Winterization / Securing sticker(s) to **ALL** fixtures winterized including sinks, tubs, showers, toilets, water heater, radiator/boiler and the window closest to the front door.
- Utilities are to be turned off unless the property has a shared or common water line (multi-unit properties), in which case water services and utilities should remain on and the thermostat set to 55 degrees. Utility company information will need to be supplied in order to transfer services into the banks name.
- Disconnect the water meter (where applicable) and plug or cap the main supply coming from the street. Leave the water meter within the home in its original location so it can be located and picked up by the city.



- Where there is an existing sump pump, check to make sure the sump pump is operating. If it is inoperable, please provide an estimate to replace. If you are unable to test due to the lack of utilities, please provide this information on your completion report and supply the utility company information (utilities are to remain ON).
- Remove snow from the entire entryway, walkways, porch and driveway following a minimum three-inch (3”) accumulation. Please pay close attention to the photo requirements listed below. Included within this document are some sample photos to use as a guide when performing the requested services.

Photo Requirements

- Toilets (each toilet)
 - Before: no antifreeze in toilet
 - After: antifreeze in toilet
 - After: winterization sticker affixed to toilet
- Hot Water Tank
 - Before: hot water tank
 - After: show tank being drained with hose attached
 - After: winterization sticker affixed to water heater
- Boiler/Radiator
 - Before: boiler/radiator
 - After: show tank being drained with hose attached
 - After: winterization sticker affixed to boiler/radiator
- Sinks/Traps/Drains
 - Before: sink, trap, drain only
 - After: antifreeze being poured in (action photo)
 - After: winterization sticker affixed to traps/sink
- Air Compressor
 - Before: supply valve with no compressor present
 - After: air compressor attached to supply valve with hose inside valve
- Water Meter
 - Before: water meter connected and present
 - After: water meter disconnected and main supply line capped
- Winterization / Securing Sticker
 - Before: window closest to front door with no sticker
 - After: window closest to front door with sticker and correct completion date / vendor id on form

When in doubt CALL with questions!