

Winter Break Checklist

What are the leading risks to a chapter house during holiday breaks?

1. Water pipes that freeze and burst;
2. Fire; and
3. Vandalism and theft.

What can you do to avoid these types of losses?

- Service your furnace: Routine maintenance is critical and relatively inexpensive. In the long run it will save you money. Your furnace will run more efficiently and be more dependable, which is critical during periods when there will be no one around to monitor its performance.
- Leave your furnace on and maintain the heat at 65 degrees.
- Shut off the water supply at the main valve and open the faucets. If your property is equipped with a fire sprinkler system, please check with the contractor to ensure its effectiveness is not compromised.
- Make sure all hoses are removed from exterior water spigots.
- Leave open the doors to cabinets that contain water lines. This will allow heat to enter the area.
- Check all rooms and unplug all non-essential appliances and electronics. The source of many fires was an improperly used, unattended or malfunctioning appliance or space heater. If they are not plugged in, they are not a threat.
- Hire someone or utilize a responsible member or alumni to check on the property, at a minimum, every 24 hrs. Controlling the extent of a loss after an occurrence is critical. Make sure this designated person has the appropriate contact information. We recommend that the person is provided with:
 - Alumni Contact
 - A Company such as ServiceMaster that can respond to extract the water and/or secure the property from sustaining further damage. You can locate a ServiceMaster franchise in your area by calling **1-800-RESPOND**.
 - Insurance claim reporting information. **Members of FPMA can report a loss at our web site, www.kirklin.com, or by calling 1-800-736-4327 ext. (1) 215.**
- Make sure the property is securely locked and ask the local police department to check on it periodically to deter vandals and thieves. Don't forget to securely store all valuables!
- Clean the chapter house before the break. This will ensure that no heat registers are blocked and will reduce any potential fire hazards.