

Weathering Winter Conditions

A checklist for property owners and managers



As winter approaches, it's vital to prepare your property for weather that can be harsh and unforgiving. To ensure the safety and wellbeing of owners and tenants, as well as the preservation of property, a comprehensive winter weather checklist is indispensable.

<input type="checkbox"/> Winterize Plumbing and Insulate Pipes <ul style="list-style-type: none">• Inspect the property for any exposed pipes and insulate them to prevent freezing.• Disconnect garden hoses and drain outdoor faucets to prevent burst pipes.
<input type="checkbox"/> Heating System Maintenance <ul style="list-style-type: none">• Inspect and maintain heating systems, including furnaces, boilers and fireplaces.• Ensure owners are aware of how to use the heating system efficiently and safely.
<input type="checkbox"/> Gutter and Drain Maintenance <ul style="list-style-type: none">• On a weekly basis, make sure gutters, roof drains and downspouts are free from debris and snow. Check that guards are in place to prevent ice dams and water damage.• Roof drains should be cleared immediately following a snow fall.• Inspect any parkade drainage lines that might freeze, making sure any missing insulation is replaced and other winterization is done.
<input type="checkbox"/> Roof Maintenance <ul style="list-style-type: none">• Inspect the roof for any signs of damage or leaks, including missing or damaged shingles, flashing issues and deteriorating sealant.• On an annual basis, have the roof inspected by a roofing contractor, making sure flashing is secured, caulking is bonded, and any blisters, cracks or tenting of membrane is repaired.• All caulking should be replaced every seven years; the roof replaced at 20 years.
<input type="checkbox"/> Prepare for Snow and Ice Removal <ul style="list-style-type: none">• It is highly recommended that the strata or condo corporation sign a contract with a snow and ice removal company, making sure they have insurance, and that the corporation is listed as an Additional Insured under that policy with respect to liability.• If snow and ice removal is being done by residents, keep a log of dates, times and names of residents who are performing the removal and de-icing on the building grounds. If an insurance claim happens, the log can be used as evidence that appropriate standards of care for residents and guests were maintained.• Ensure the property has an adequate supply of de-icing materials.
<input type="checkbox"/> Landscape and Tree Care <ul style="list-style-type: none">• Prune branches and remove dead trees or limbs to prevent damage during storms.
<input type="checkbox"/> Emergency Preparedness <ul style="list-style-type: none">• Develop a winter season emergency plan, identifying council members and owners who are available for onsite after-hours emergency response.• Post and provide a building notice to all residents on who to call and what to do when there is a storm or water incident, including local contact numbers for emergency response members, contractors and the property manager, including an after-hours emergency line.
<input type="checkbox"/> Regular Property Inspections <ul style="list-style-type: none">• Schedule regular property inspections to watch for any issues and address them quickly.
<input type="checkbox"/> Winterizing Vacant Properties <ul style="list-style-type: none">• If your property is vacant, take extra precautions by draining the plumbing system and shutting off the water supply to prevent frozen pipes.
<input type="checkbox"/> Insurance Coverage Review <ul style="list-style-type: none">• Review your property insurance coverage to ensure you are adequately protected against potential winter-related damage.
<input type="checkbox"/> Education <ul style="list-style-type: none">• Provide owners and tenants with a winter weather guide or checklist to help them prepare.

Being proactive and prepared for winter weather is crucial to the integrity and value of your property. By following these steps, you can reduce the risk of winter damage and maintain the long-term health of your property.

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