

Property Freezing Weather Procedures



To: Managers and Supervisors

Date: Adopted 2018

Re: Property Freeze Procedures

Property One Staff will closely monitor the forecasted weather conditions. Once the area of impact is determined, staff in conjunction with management will prepare the building.

Prevent Your Pipes from Freezing

- Monitor local news/weather stations for up to date conditions.
- Disconnect all gardening hoses and install insulated covers on all outside faucets.
- Keep your buildings common area temperature at 68 degrees or higher.
- Open cabinet doors below sinks to allow heat to circulate.
- Identify the location of the main water valve and the valve on water heater. (Learning the location of these valves may come in handy during an emergency. Mark these locations at the location or in property manual onsite)
- Wrap pipes nearest exterior walls and in crawl spaces with pipe insulation or with heating tape. This can prevent freezing, especially for interior pipes that run along outside walls.
- Back Flow Preventers and Fire Sprinkler System need to be insulated or open bleed valves to circulate water.
- Close all windows near water pipes; cover or close open-air vents. Freezing temperatures combined with wind drafts can cause pipes to freeze more frequently.
- Heat your mechanical rooms and consider weather sealing windows.
- Shut off water supply valves to common area washing machines.
- Contact HVAC PM Contract vendor and request common area heating system evaluation.

Monitor Freezing Pipe Conditions

- Allow a faucet to drip slightly (lukewarm water) in order to minimize freezing.
- The first sign of freezing is reduced water flow from a faucet. Check faucets periodically throughout the weather event. Check your faucets for water flow and pressure issues.
- Check pipes around your water meter, in unheated areas, near exterior walls and in crawl spaces. These tend to be vulnerable to freezing conditions. (Best time to make sure they aren't leaking is before a freeze – don't put it off. then you can wrap old towels around the valves to insulate them or install insulation)
- Identify cold air drafts coming in from a flute or chimney chase and caulk gaps that are near pipes.

If a Pipe Freezes –

- If a faucet or pipe inside freezes, you can thaw it using a good hair dryer. (For safety purposes, avoid operating a hair dryer around standing water.)
- To thaw a frozen pipe, heat water, soak towels in the hot water and wrap them around cold sections of the pipes. When thawing a pipe, start thawing it nearest to the faucet. Make sure the faucet is turned on so that melted water can drip out.

If a Pipe Bursts – CALL A PLUMBER!

- Shut off water at the main valve.
- If the break is in a hot water pipe, the valve on top of the water heater should be closed.
- Call a plumber. Keep an emergency number nearby for quick access. All properties should have 2-3 vetted emergency plumbers available 24/7.