



It is highly recommended that a Winterization checklist is completed for each property winterized and kept in the vendors records. Upload clear before, during, and after photo documentation of the Winterization.

Winterization Checklist

All winterizations are to be completed in compliance with local ordinances

- ☐ Shut off water at meter or main water “shutoff” valve inside home if outside cutoff not possible
- ☐ Disconnect supply line at meter; do not remove the water meters.
- ☐ Drain water heater and any well or holding tanks other than the heat system
- ☐ Shut off gas or electricity to water heater. Place sign on water heater stating:
“DO NOT TURN ON WITHOUT REFILLING”

- ☐ Drain all internal and external water supply lines including any well, holding tanks, or underground landscaping sprinkler systems and clear with positive air pressure
- ☐ Leave all faucets and intermediate valves from the shutdown point open, including all sill cocks, then close after complete
- ☐ Drain all water closet tanks and add non-toxic antifreeze to tanks (ensure the traps are blown out)

Put -40 degree antifreeze in the following:

- | | |
|--|---|
| <input type="checkbox"/> Water closet bowl traps | <input type="checkbox"/> Laundry floor drain traps |
| <input type="checkbox"/> Lavatory traps | <input type="checkbox"/> Basement floor drain traps |
| <input type="checkbox"/> Kitchen sinks traps | <input type="checkbox"/> Bar sink trap |
| <input type="checkbox"/> Bathtub traps | <input type="checkbox"/> Laundry tub traps |
| <input type="checkbox"/> Shower traps | <input type="checkbox"/> Dishwasher traps |
| <input type="checkbox"/> Sauna floor drain traps (if applicable) | |
- ☐ Place special non-toxic antifreeze solution in dishwasher drain and cycle to assure solution entered pump
 - ☐ Place sign on toilets stating “Toilet has been winterized – DO NOT USE” and tape toilet seat covers closed
 - ☐ Place “WINTERIZED” sign on nearest window clearly visible to front door. Include the date, freeze damage found (y/n), service performed, meter disconnected (y/n), lines blown (y/n), vendor #, work order #.
 - ☐ Power to sump pumps must remain on to assure property will not be damaged by flooding
 - ☐ Close all fireplace dampers and fireplace vents
 - ☐ Notify MCS of any existing plumbing damage through bids and damage reports

The Winterization checklist does not need to be uploaded into Vendor 360. This is simply to be used as a reference point.