



**MJ INSURANCE**  
SORORITY DIVISION

---

## WINTER WEATHER CHECKLIST FOR SORORITY CHAPTER HOUSES

---

Nearly every chapter facility is subject to severe winter weather. This is true not only of facilities located in Canada and the central and northern portions of the United States, but winter weather damage has occurred in areas as far south as Florida and Texas. Indeed, claim history indicates the areas that are most vulnerable to damage are the southern portions of the country because they are not accustomed to long periods of prolonged cold. For these reasons, it is important that every facility prepare in advance for the possibility of severe winter weather. The following checklist provides a starting point in developing a comprehensive plan to prevent unnecessary losses that can result from winter weather conditions.

<b>SPRINKLER SYSTEMS</b>	<b>YES</b>	<b>NO</b>
1. Unattended areas inspected hourly or temperature monitored by central station?		
2. Concealed spaces containing piping provided with adequate heat?		
3. Building heat maintained at or above 40°F for areas protected by wet pipe sprinklers?		
4. Solution strength of anti-freeze systems been checked? (if applicable)		
5. Dry pipe valve enclosures are adequately heated and monitored?		
<b>BUILDING FEATURES</b>	<b>YES</b>	<b>NO</b>
1. Building heating systems repairs or annual maintenance scheduled before cold weather?		
2. Heating equipment, combustion controls, and safety devices tested for proper operation?		
3. Windows and doors in good repair and properly weather-sealed?		
4. Gutters, downspouts, and roof drains are clear?		
5. Roofs visually inspected for water ponding, structural deficiencies, etc.?		
6. Areas subject to freezing provided with non-freeze type fire extinguishers?		
7. Designated individuals authorized to initiate a winter weather alert?		
8. List of equipment containing water that is to be drained before cold weather?		

9. List of suppliers for portable boilers and/or heating units developed?		
10. Designated individuals to check that temperatures are maintained in the facility when it is closed or un-occupied?		
11. Procedure established for monitoring snow depth on roofs and snow removal action plan?		
<b>LIST OTHER FEATURES UNIQUE TO YOUR FACILITY</b>	<b>YES</b>	<b>NO</b>

\*Any box checked “no” indicates a need for correction action.

For additional information, review the MJ Sorority resource library at [www.mjsorority.com](http://www.mjsorority.com).