

WINTERIZATION INSTRUCTIONS

Please take the following steps to have a qualified plumber winterize the property. Generally, homes should be winterized from mid-October through mid-April.

- ✓ The water supply should be shut off as close to the service entrance as possible. **If the home is heated by a hot water system, DO NOT shut off the water supply.**
- ✓ Faucets and intermediate valves from the shutdown point must be left open to allow for air movement, and draining; this allows for unrestricted expansion and contraction of any residual water.
- ✓ All water should be removed from pipes, traps, toilet bowls, water closets, and sump pumps and replaced with antifreeze. Use air pressure to remove all water if necessary.
- ✓ Tape toilets shut to prevent use and label them **“Winterized – Do NOT Use”**.
- ✓ Disconnect and drain appliances such as dishwashers and washing machines.
- ✓ Drain and shut off hot water heaters; attach a sign **“Do not turn on without refilling”**.
- ✓ Drain or remove any outside water hose connections.
- ✓ Check operation and condition of heating system; label it operational with a notice to maintain a setting no lower than 60 degrees (F).
- ✓ If the property has oil heat, be sure an adequate fuel supply is maintained.
- ✓ The home must be inspected at least 3 times weekly to ensure that the heat is working properly.
- ✓ Any pool or spa should be professionally winterized.