

## Winterization Procedure Checklist and Certification

Property Address: \_\_\_\_\_

This checklist is intended to be used as a guide when winterizing AHFC properties or performing winterization checks.

Certificate of Winterization must have a completed winterization checklist attached.

Contractors are required to comply with state, municipal and local regulations. Manufacture guidelines must be complied with to ensure the manufacture warranty remains valid.

If the property is served by water holding tank and grey water tank or unique systems for the area the contractor must modify the winterization checklist to the method needed to complete the winterization without damage or freezing of the water tanks. Make detailed comments in the comment section on what was completed.

Units where cold water cannot be isolated should have the drain valve closed. This prevents any water seeping into the water tank through the mixing valve from draining into the unit.

- Capped or stub water lines may require cutting or removing caps to drain.

**Primary Method I** requires water shutoff at the key-box in the yard. This requires the contractor to coordinate with the local utility company to CLOSE the key-box valve for winterization. Mark the key-box in some fashion (e.g., flags) so it can be easily located when covered with snow.

**Primary Method II** requires water to be shutoff at the main water shutoff valve inside the home so the water line may be taped for water feed to the heating system boiler.

Properties already winterized will remain with the method that is in place provided the property is adequately protected against freeze damage.

Gas fired appliances and furnace require combustible air.

**Any repairs required to provide an operational heating system can be completed at a cost not to exceed \$250.00 without prior written approval.**

## Domestic Water Systems

This procedure is for domestic water systems only and does not include heating systems.

- ☐ Turn off water to the property at the Key-Box or main water shutoff valve inside the property.
- ☐ Call local water utility for removal of water meter (vacant Multi-Family)

### Drain all domestic water lines

- ☐ Toilet tanks
- ☐ Refrigerator ice make supply line
- ☐ Humidifier and supply lines when installed
- ☐ Dishwasher and supply lines
- ☐ Washing machine and supply lines
  - ☐ Leave supply line disconnected
- ☐ Water tanks leaving drain valve open
- ☐ Open all faucets

### Blow out each line feed with 50 lbs. PSI air pressure by opening each individual faucet

- ☐ Kitchen
- ☐ Utility
- ☐ Bathrooms
- ☐ Garage
- ☐ Exterior Hose Bib
- ☐ Toilet Tank and Bowl

### Place Propylene Glycol anti-freeze in all:

- ☐ P-Traps
- ☐ Bathtub drains
  - ☐ Cycle through Jacuzzi tub, if applicable
- ☐ Shower drains
- ☐ Toilet Tank and Bowl
- ☐ Kitchen sink drains
- ☐ Laundry and Utility drains
- ☐ Bathroom sink drains
- ☐ Garage
- ☐ Dishwasher bottom
  - ☐ Cycle through pump
- ☐ Washing machine
  - ☐ Cycle through pump

## Well and Well Pumps

**Note:** Use only when well water is not required to heat property.

- ☐ Turn well pump "OFF"
- ☐ Disconnect and drain pressure tank
- ☐ Well check
  - ☐ Heat tapes on feed lines to well are required if local temperatures warrant installation
- ☐ Check Sump Pump for operation

### Forced Air or Electric Heating Systems

- ☐ Inspect furnace for proper operation
- ☐ Inspect filters for proper air flow
  - ☐ Replace if necessary
- ☐ Check furnace to assure all panels and micro-switches are positioned for proper operation

### Hot Water Baseboard Heating Systems (Primary method I)

- ☐ Drain boiler
- ☐ Install back-flow preventer WATTS 9D or equivalent (if not installed or not functioning)
- ☐ Install a probe type low water cut off switch
- ☐ Fill Boiler with water inhibited Propylene solution Glycol
  - ☐ Flush through heat loops (isolate heat loops or bleed in sequence to assure proper flushing throughout lines)
- ☐ Verify water inhibited Propylene solution Glycol exiting heat loop tests -35°F and -45°F in Fairbanks area and Northern properties
- ☐ Return Boiler to normal operating temperature and pressure; check for proper operation  
Record data: Pressure \_\_\_\_\_ Temperature \_\_\_\_\_

### Hot Water Baseboard Heating Systems (Primary method II)

This method should be used only when accessibility to the Boiler denies adequate space for the installation of the low water cut-off switch.

**Note:** In some cases, the water line to the master shutoff valve may be covered by sheetrock. This will need to be neatly cut to expose the water line.

- ☐ Drain boiler
- ☐ Install back-flow preventer WATTS 9D or equivalent (if not installed or not functioning)
- ☐ Connect temporary water line to supply boiler with replacement water when demanded.
  - ☐ The water supply line will run from the master water supply line to the Boiler supply line (adjacent and just prior to the backflow preventer valve).
- ☐ Fill Boiler with water inhibited Propylene solution Glycol
  - ☐ Flush through heat loops (isolate heat loops or bleed in sequence to assure proper flushing throughout lines)
- ☐ Verify water inhibited Propylene solution Glycol exiting heat loop tests -35°F and -45°F in Fairbanks and North areas.
- ☐ Return Boiler to normal operating temperature and pressure; check for proper operation  
Record data: Pressure \_\_\_\_\_ Temperature \_\_\_\_\_

**Place Winterization Tag Notice**

- ☐ Dishwasher
- ☐ Kitchen sink
- ☐ Utility sink
- ☐ Bathroom sink
- ☐ Garage sink
- ☐ Refrigerator with ice maker supply line
- ☐ Washing machine
- ☐ Gas water heater
- ☐ Electric water heater

**Place Winterization Tape and Tag Notice**

- ☐ All Toilet lids closed
- ☐ Furnace switch "ON"
- ☐ Boiler switch "ON"
- ☐ Gas water heater turn valve "OFF"
- ☐ Electric water heater turn valve "OFF"
- ☐ Boiler side of backflow preventer "OFF"
- ☐ Set home thermostats 65°F
- ☐ Set garage thermostat 55°F
- ☐ Circuit Breaker Panel Box
  - ☐ Furnace Switch "ON"
  - ☐ Lights "ON"
  - ☐ Well pump "OFF"
  - ☐ Electric water heater "OFF"
  - ☐ Dishwasher "OFF"
  - ☐ Humidifier "OFF"
  - ☐ Main water shutoff valve "OFF"

Repairs completed:

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Repairs needed when property is de-winterized:

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Comments:

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The property contains common water lines that cannot be winterized: ☐ Yes ☐ No

**Licensed Plumber:**

I hereby certify that the property has been winterized per the AHFC winterization procedures on \_\_\_\_\_ (date) and any deviations from the procedures have been noted in the comments.

\_\_\_\_\_  
Authorized Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Company