



WATER DAMAGE PREVENTION CHECKLIST

Frozen Pipes

1. Check that bathroom windows are closed before leaving each evening. Cold air can freeze bathroom pipes or wind-driven rain can come through openings.
2. Insulate pipes in unheated areas such as attics/stairwells/garages.
3. Hot water pipes freeze before cold. Insulate hot water pipes on outside walls or unheated areas.
4. Secure or insulate basement windows or windows to rooms where there are many water pipes.
5. Be aware of pipes that partially freeze in cold weather. Insulate the pipes, if possible, or assure the water is left slowly running overnight.
6. Turn heat up in areas or buildings with a history of frozen pipes, especially in very cold or windy weather.
7. As above, if a building has an automatic fire sprinkler system, the heat level must be kept up in cold weather or at least not turned down.

Flat Roof Water Leaks

1. Remove debris from the roof often, especially from and around drains/scruppers.
2. Assure that water runs down drains, that is, that there are no clogs. Run hose water down drains if needed to test the same.
3. Inspect and clean gutters.
4. Survey the roof each Spring for obvious cracks and holes. Fill and repair as needed.
5. Remove tree branches that are in contact with the roof, or any dead branches above.
6. As safety allows, in heavy snow, remove snow on roof especially towards the middle of the roof. Remove snow from and around drains and spread salt.
7. Safely inspect edge caps along roof edges to assure these are not loose or have come off.

Pitched Roof Leaks

1. Assure attics have adequate soffit and gable end ventilation to keep the underside of the roof cold when snow is on the roof. Snow melting from underneath will back up under the roof shingles and gutters and pour/drip down the interior walls. If there are heat producing devices such as heating units or HVAC units in the attic which will be running during the winter, more ventilation will be needed to dissipate the heat given off by them. This could be larger louvered attic vents or slotted vents on soffits or overhangs.
2. Check the attic floor to see that it is well insulated and that there are no gaps which would allow heat to escape into the attic.

WATER DAMAGE PREVENTION CHECKLIST (Continued)

3. Check the condition of the roof. Most black composition shingles will only last 20-30 years. Is the colored grain wearing away and are the bottom edges of the shingles starting to curl?
4. When installing a new roof, consider heat cables for the first several rows of shingles, if you or your roofer knows, that the heat in the attic is going to continue to be a problem when snow is on the roof.
5. Clean gutters as often as needed (depending on number of trees in and around the property). When doing so, run water down leaders or downspouts to assure they are clear or check them during rainstorms for the same purpose.
6. If water pools or lies on the ground at the bottom of the downspouts, or if there is water on the basement floor directly beneath them after it rains, run or install an extension to the leader out, away from the building.
7. If needed and if safety allows, salt gutters if a heavy snowfall is expected, especially a storm followed by extreme cold.
8. Inspect tile roofs from the ground with binoculars for any missing or damaged tiles. Repair as needed. Remember that the tile lasts forever, but the nails don't. We recommend you use heavy-duty nails that may last longer.

Ground Seepage/Run-off

1. Windows/vents and the like that are on walls which are downhill from grade can have rain water or melting snow come right through them. Assure they are at least eighteen (18) inches off the ground and consider shoveling snow from around them.
2. Check the grade or run-off of parking lots and roads. Does it come towards buildings? Allow for curbing, culverts, french drains and the like to prevent water/snow melt from reaching building(s).
3. Check basements for water buildup before and after storms. If there is buildup, consult with a contractor about minimizing water. Start with grading area around the foundation so water runs away from the same. Consider french drains or stone trenches. If water buildup on the basement is minor, sump pumps could be used. In serious cases, excavation around the foundation or several walls of the same may be needed with water proofing on the walls and loose backfill so water can either seep faster into the ground or away from the foundation wall.
4. Assure gutters and leaders are clean and free running.
5. When installing and/or repairing boilers, furnaces, hot water heaters, etc., in basements that have water problems, place these devices up on blocks to prevent damage.

Interior Water Overflow

1. Check sump pumps at least twice a year for operability. If possible, have a spare pump on hand.
2. All fire sprinkler systems should have water flow alarms that ring at a central station, fire/police, or rectory.
3. Preferably, upstairs water closets, cafeterias and boiler rooms should have floor drains that are connected to plumbing waste pipes. Basement or sub-grade boiler rooms and cafeterias should have floor drains to a sump pump or sump pump pit.