



# WINTERIZATION CHECKLIST

## BY UNITED FIELD SERVICES



Underline options and check boxes that apply.

# Winterization Checklist

Winterization prepares all house plumbing systems by preventing potential damages during the winter. This is especially important in the cold areas of the country. Vacant properties can be vulnerable to severe issues, plumbing, and HVAC damage due to frozen pipes. The more detailed and correctly you complete a winterization, the less you will be worried about wasted energy and possible damages. Follow these steps to ensure a full and high-quality winterization is done.

Number of Units: \_\_\_\_\_

System Type: Dry / Steam / Radiant

Utilities: Meter Reading

Water: On / Off      Electric: On / Off

Water: Well / City      Gas: On / Off

Property Frozen on Arrival? Yes / No

If yes, provide a detailed description: \_\_\_\_\_

\_\_\_\_\_



**Document any pre-existing water and/or plumbing system damages at the property:**

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### **Disconnecting Water Supply**

- Shut off water at the curb
- Install zip tie correctly on the main shut-off valve
- Disconnect the water meter
- Plug the main water line, if applicable
- Attach photo documentation



### **Draining the System**

- Shut off gas or electric water heater
- Drain water heater, outside or floor drain
- Drain the well or holding tanks, if applicable
- Disconnect electric to well pump, if applicable
- Clean all toilets
- Drain all toilet tanks and bowls



### **Adding Antifreeze**

- Add antifreeze to all toilets, bowls and tanks
- Add antifreeze to all sink P-traps
- Add antifreeze to all shower and/or tub P-traps
- Add antifreeze to all floor drains
- Add antifreeze to dishwasher drain
- Attach photo documentation

## Stickers

- \*No winterization stickers attached on the doors\***
- Neon orange/green winterization sticker affixed on all:
  - Toilets
  - Showers and Tubs
  - Water Heater
  - Water Meter
  - Dishwasher
  - Sinks
- Yellow/green utility winterization sticker attached on the breaker box after switching it off (if applicable)
- Toilet wrap installed on all toilets
- Photo documentation attached







### Follow work order instructions if:

- There is a fire suppression system
- There is a lawn sprinkler system
- There are unusual circumstances
- Photo documentation of all the above provided:  
Yes / No

### In case of a radiant or steam heating system:

- Drain the boiler
- Loosen the bleeder pins to allow draining
- Drain the expansion tank
- Blow the heating loops
- Pressure test the heating system
- Attach a winterization sticker on the boiler
- Photo documentation of all the above: Yes / No



## About Us

We strive to provide professional, high-quality, and accurate property preservation and REO services for the industries of default asset management and mortgage field services.

Our experts work with you in translating market dynamics, policy changes, and customer drivers into opportunities. Our streamlined delivery model ensures that you get quicker and cost-effective solutions for your clients and stakeholders.

