



RISK CONTROL MEMORANDUM

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| To: | Catholic Diocese of Green Bay Parishes, Schools & Other Facilities |
| Attn: | Facility and Maintenance Personnel |
| Date: | October 2011 |
| From: | Gwendolyn Arps – Risk Control Consultant Direct Line: 920-431-6265 e-mail: gwendolyn.arps@aon.com |
| Re: | Cold Weather Hazards |

Fall is the time to perform pre-winter maintenance at each building. A good winterizing program prepares properties for both expected and unexpected cold weather hazards, and begins with a thorough inspection of all properties.

Before Cold/Snowy/Icy Weather

- Update Emergency Program for winter including procedures for cold / snowy / icy weather.
 - Appoint members of the Emergency Team to monitor weather and initiate winter procedures.
 - Develop procedures for when you lose heat and/or electricity.
- Determine which processes need continued building heat or electricity for safety (processes that are subject to solidification or runaway reactions) and need prompt attention.
- Identify building areas that are unusually difficult to heat or that lose heat rapidly. Install thermostats for temperature monitoring during cold spells.
- Service the heating system before winter begins. Make sure adequate supplies of fuel are on hand.
- Inspect and maintain the building shell to minimize openings. Fix windows and doors to close tightly. Caulk, insulate, and weather-strip doors. Close and seal dampers, louvers, and vents.
- Determine the maximum "safe" snow depth for the roof based on the roof's live load capacity (indicated by building plans and specifications or by engineering analysis of the roof design) **and** the properties of accumulated snow for the area.
- Inspect the roof structure for damage or deterioration, and repair or reinforce as needed.
- Inspect roof drains and down spouts and clean accumulated debris to prevent clogging of the drainage system.
- Look for water ponding on the roof and eliminate the causes.

During Cold / Snowy / Icy Weather

- Monitor temperatures every few hours
- Use tarps to erect temporary windbreaks upwind (prevailing wind direction) of vulnerable buildings and equipment.
- Regularly monitor snow depth on the roof, especially areas where snow tends to drift:
 - In roof valleys and low roof sections adjacent to higher sections or structures
 - On the downwind side of pitched roofs
 - Against parapets more than two feet high
 - Against penthouses or other large roof structures more than 15 feet wide
- Remove snow accumulations from the roof before the snow reaches 50% of the "safe" maximum depth. Do not send employees onto the roof once the snow load approaches the live load capacity. Remove snow during a storm only if the forecast indicates that the total snowfall will result in dangerous accumulations.



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- ❑ Clear snow and ice from storm drains and catch basins. Check the roof drainage system to make sure that it is not clogged with ice or debris.

Wet Pipe Sprinkler Systems – Most Freeze-ups Result from Failure to Provide Adequate Heat

- ❑ Provide adequate heating to prevent freezing during the severe, protracted cold periods, especially in attics, under floor spaces, entries, stair towers, shipping rooms, and penthouses. Where false ceilings are installed under sprinklers or piping with pendent heads, be sure that concealed spaces receive sufficient heat.
- ❑ Enclose piping exposed outdoors in heated, weather-tight materials.

*Content from Catholic Mutual and CNA

This and other Risk Control Memorandums are also available on the Diocese website at:

<http://www.gbdioc.org/facilities-a-properties/risk-management-insurance/risk-control-information-education/risk-control-memos.html>