



RISK CONTROL MEMORANDUM

To:	Catholic Diocese of Green Bay Parishes, Schools & Other Facilities
Attn:	Maintenance Persons, Custodians, or Buildings and Grounds Committees
Date:	November 2011
From:	Gwendolyn Arps – Risk Control Consultant Direct Line: 920-431-6265 e-mail: gwendolyn.arps@aon.com
Re:	Heating Season Best Practices

As the temperatures turn cooler, your heating equipment swings into full gear and it's important to make sure it is well maintained. In order to do this, implement the best practices listed below.

Operation

“Continued safe operation of your equipment depends on regular maintenance and testing.” Periodic equipment checks are one of the most important steps in a maintenance program and should include the following:

- Have your equipment serviced by a heating specialist before the start of each heating season
- Be sure that any pilot lights are a clean, blue flame
- Check furnace filters every 2 months and change if needed
- Clean fan blades annually
- Keep the area around furnaces free of dust, lint, and clutter
- Follow all applicable manufacturer inspection and service guidelines.

Repairs

If problems (such as odors, soot at the burner, black smoke, or surging water in a boiler gauge) are found during these regular checks, make sure that you seek professional assistance and have them repaired immediately. Maintain repair records and file in a central location to reference at a later date if needed.

Prepare

Don't wait for equipment failure to think about how you would respond. Make sure that you have developed emergency shutdown procedures for critical equipment. Also, ensure that you have key information available such as equipment details (model, manufacturer, etc.), and contact information for personnel such as employees, volunteers, repair contractors, and insurance professionals.

One of the benefits of the St. Joseph Real Estate Services Property & Casualty Insurance Program is that it automatically includes Equipment Breakdown Coverage. This coverage is underwritten and serviced by Hartford Steam Boiler & Inspection Insurance Company (HSB) in partnership with Catholic Mutual Group. Different equipment care documents and useful checklists are available on the HSB Website. You may access this information through the HSB Website at:

http://www.hsb.com/HSBGroup/Loss_Prevention_Engineering_Services.aspx

Content from HSB and Energy Star.

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>

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