

Winter Services Checklist for Property Managers

Date: [Insert Date]

Property Manager: [Insert Name]

Property Address: [Insert Address]

Essential Winter Services Checklist

1. Snow Removal

- Ensure pathways and driveways are cleared within 24 hours of snowfall.
- Salt or sand ice-prone areas to prevent slips and falls.

2. Heating System Checks

- Inspect and service heating systems before the winter season.
- Replace air filters as needed every month.

3. Insulation and Weatherproofing

- Check insulation in attics and basements for effectiveness.
- Seal gaps around windows and doors to prevent drafts.

4. Plumbing Inspections

- Insulate pipes in unheated areas to prevent freezing.
- Disconnect outdoor hoses and drain outdoor faucets.

5. Emergency Preparedness

- Ensure that emergency contact numbers are up to date.
- Stock necessary supplies (salt, shovels, heating blankets).

For any questions or further assistance, please contact [Insert Contact Information].

Best Regards,
[Your Name]
[Your Title]