

## 19.4 Temporary Shut Down and Cold Weather Procedures

Latest Revision: Oct 2011

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### 1.0 Purpose

- .01 The purpose of this document is to make schools aware of an effective Temporary Shut Down and Cold Weather Procedure.

### 2.0 General

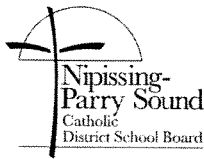
- .01 Most property losses occur between the months of June through August and December through January. To minimize these losses all schools should follow an effective temporary shut down and cold weather program.
- .02 The Board shall require inspection of our schools during any extended school shut down such as long weekends, spring breaks, summer and winter holidays to prevent property loss. Such things as open windows, small heating appliances, running water and poor housekeeping are just a few items that should be inspected prior to leaving the school.
- .03 The Board shall require inspection of our schools during any temporary school shut downs and cold weather alerts.
- .04 The temporary school shut down and cold weather procedures shall include:
  - 1. School inspection prior to closing the school down for an extended period of time,
  - 2. School Check while schools are closed for an extended period of time,
  - 3. School cold weather preparation before cold weather approaches, and
  - 4. School Check during a cold weather watch.

### 3.0 School Inspection Prior School Closure

- .01 Prior to shutting schools down for an extended period of time the custodian shall do an inspection of the premises to ensure appliances are turned off, windows closed, etc. The school closure shall be recorded on an "Inspection Prior to School Closure Form". Refer to Section 7.0".

### 4.0 School Check During School Closure

- .01 While school are shut down for an extended period of time a school check shall be performed to ensure no damages have occurred.
- .02 School checks shall be performed during the Christmas break, March break and during the summer holidays.
- .03 The Board Office shall determine when a school check is required. A school check schedule shall be established by the Board office.
- .04 During school closures, school check shall be performed a minimum of every 3 days.



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- .05 A school check shall be performed by the school custodian. If the custodian can not perform a school check, they shall notify the Plant Department and alternate arrangements will be made to have one done. The school check shall be recorded on a "School Check Form". Refer to Section 8.0.
  - .06 In the event a problem arises during a school check and must be repaired immediately, the custodian shall do the following:
    - 1. Call the School Principal for instructions.
    - 2. In the event that the School Principal cannot be reached, the Custodian shall call a Contractor using the "Contractor Emergency Repair Numbers" to perform the necessary repair. For the Contractor Emergency Repair Number refer to Section 9.0
    - 3. If any other assistance is required, the Plant Manager or the Buildings Supervisor shall be contacted.
  - .07 Copies of the School Check Forms shall be submitted to the Board office

### 5.0 Cold Weather Preparation

- .01 Before cold weather hits, various precautions should be taken to reduce the risk of property loss.
- .02 The custodian shall perform an inspection of the premises and record all findings using the "Inspection Prior to Cold Weather Form" to ensure the school is prepared for the cold temperatures as the winter season approaches. Refer to Section 10.0.

### 6.0 School Inspection During a Cold Weather Watch

- .01 Cold weather watch shall occur during cold weather temperature. A cold weather watch shall occur if the outside temperature reached -25° Celsius. The Plant Department shall determine when the schools require a cold weather watch.
- .02 During a cold weather watch a school check shall be performed to ensure no damages have occurred.
- .02 A school check during a cold weather watch shall be performed by the school custodian. If the custodian can not perform a school check, they shall notify the Plant Department and alternate arrangements will be made to have one done. The school check during a cold weather watch shall be recorded on a "School Check Form". Refer to Section 8.0.
- .06 In the event a problem arises during a school check during a cold weather watch, the procedures in Section 4.0 shall be followed.



## 4.1 Inspection Prior to School Closure Form

School: \_\_\_\_\_

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### Initial Inspection Prior to Closure

Date: \_\_\_\_\_ Completed By: \_\_\_\_\_

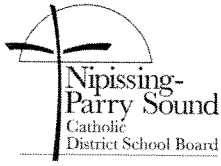
	Yes	No	N/A
1. Are all windows properly closed sealed and locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all small appliances unplugged (portable heaters, toaster ovens, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are all pressure tank valves turned off in Technical Classrooms (Propane, Butane)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have all the bathrooms checked to ensure there is no running water and/or clogs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are combustible materials stored in front of heating units or other ignition sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the temperature regulated to prevent freezing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the Fire Alarm Panel functioning properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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### Initial Inspection Prior to Closure

Date: \_\_\_\_\_ Completed By: \_\_\_\_\_

	Yes	No	N/A
1. Are all windows properly closed sealed and locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all small appliances unplugged (portable heaters, toaster ovens, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are all pressure tank valves turned off in Technical Classrooms (Propane, Butane)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have all the bathrooms checked to ensure there is no running water and/or clogs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are combustible materials stored in front of heating units or other ignition sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the temperature regulated to prevent freezing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the Fire Alarm Panel functioning properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## 4.2 School Check Form During School Closure

School: \_\_\_\_\_  
 Custodian: \_\_\_\_\_

School Checks shall be carried out in accordance with a schedule established by the Plant Department.

This form shall be posted in the boiler room or main electrical room for easy reference at all times.

**Procedure:**

- a) Check that boiler is on, that it is up to normal operating temperature and pressure.
- b) Check that pumps are on.
- c) Check temperatures in hard-to-heat areas.
- d) Check that there is heat in all the rooms.
- e) Check for roof leaks or heating system leaks.
- f) Check for broken windows.
- g) Check bathrooms and staff room.

Date of School Check	Time of Check	Custodial Signature	Principal Signature

FOR OFFICE USE ONLY

Pay Date: \_\_\_\_\_

Pay No. \_\_\_\_\_

Number of School Checks: \_\_\_\_ @ \$8.00 = \_\_\_\_\_

Processed: \_\_\_\_\_

Travel allowance: \_\_\_\_\_ @ \$12.00 = \_\_\_\_\_

G.L. # \_\_\_\_\_



## 4.3 Inspection Prior to Cold Weather Form

School: \_\_\_\_\_

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### Initial Inspection Prior Cold Weather

Date: \_\_\_\_\_ Completed By: \_\_\_\_\_

The following is a list of items that should be checked prior to cold weather. Not all items on the list will be applicable to you school.

### General Preparations

- a) Monitor and record temperatures in hard-to-heat areas that contain vulnerable

### Buildings

- a) Ensure the building shell is in good condition; close up unnecessary openings.
- b) Check heating equipment to make sure it will still be able to maintain building temperatures above 4° celsius at the coldest points in the building (e.g., north end of the building).
- c) Ensure the boilers have been professional inspected and are functioning in good working order.
- d) Inspect the heating systems to ensure they are fully operational.
- e) Maintain a minimum three-foot clearance between heating units and combustible material such as stock, floors and roofs.
- f) Check roof drains and gutters for plugs to prevent backup and ponding of water or ice.
- g) Know the location of underground water mains and the main shutoff valve.

### Equipment

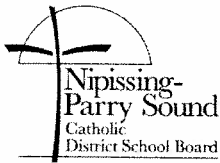
- a) For water-cooled equipment such as compressors and pumps, provide adequate heat; locate in a heated enclosure; or provide the proper anti-freeze solution.
- b) For idle air conditioning systems, remove water from oil coolers and water jackets, and drain condensers of chilling units.
- c) Make sure fuel supplies will be adequate, particularly where oil-fired equipment is used in cold weather months.
- d) Regularly inspect fire protection equipment to ensure reliability.
- e) Check heat-tracing systems to make sure they are working properly
- f) Drain water cooled equipment that has not been otherwise protected.
- g) Ensure that emergency lighting and flashlights are available.
- h) Check hydrants for tightness, and repair any leaks; also check post-indicator valves.
- i) Ensure shovels and snow blower has been properly maintained and is in good working order.
- j) Ensure there is adequate ice control sand available.

Comments: \_\_\_\_\_

\_\_\_\_\_

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## 4.4 Contractor Emergency Repair Numbers

Latest Revision: March 2008

The following telephone numbers can be used to reach utility companies and contractors after regular business hours:

### Utilities:

Ontario Hydro	(800) 434-1235 - Emergency
Union Gas	1-877-969-0999 or 474-8480
North Bay Hydro	474-8100
Bell Telephone	310-2355

### Heating and building controls:

Denkar Controls	474-1706 - (business) 499-0866 - (cell phone)
Bernard Rochefort Plumbing and Heating:	752-1080 - Benard
Allaire & Sons Plumbing and Heating	753-0440 - (answering service)

### Plumbing

Corbeil Plumbing	747-4210 - (business) 499-4691 - (cell phone)
Bernard Rochefort Plumbing and Heating:	752-1080 - Benard

### Electrical:

Denkar Controls	474-1706 - (business) 499-0866 - (cell phone)
Bernard Rochefort Plumbing and Heating	752-1080 - Rheume 498-3391 - (cell phone)
Fairbarn Electrical	497-0642 - (business) 845-5610 - (cell Phone)

### Roofing:

Designed Roofing:	474-6252 - Frank 476-5978 - Mike 495-8881 - (business)
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### Windows and Doors:

Kinglass	476-7153 - (business) 752-3542 - Gilles
Jim's Locksmithing	472-2080 - (pager)

The above noted list is for information only and does not limit you to using these contractors. Please update your list of emergency numbers.