

Recommendations

After Hours Property Protection Exercise

Recommendation:

“Smart” technology has become more prevalent in school buildings, and especially in HVAC systems. When placed in occupied mode, these systems call for more fresh air intake, allowing cold air and snow to blow into the building systems. The lack of running water on holidays and weekends makes it more likely for pipes to freeze and the lack of occupation can also cause the ambient air temperature can drop even further due to lack of body heat in the building from human presence and movement, magnifying cold air’s impact. During periods of non-use such as weekends and holidays, systems should be set in the unoccupied state as directed by the manufacturers’ recommendations. This will typically result in the system operating within parameters designed to protect the integrity of the building’s environment, but without additional measures that are intended for the benefit of the building’s occupants when in use. Upon discovery of water on the floor, CSDSIP should be immediately contacted, especially on expensive and easily damaged surfaces such as gym floors. Gym floors easily trap water between the vapor barrier and the subfloor without a way for the water to quickly evaporate. Instead, water migrates under the floor, and a relatively small amount of water can turn into a large claim. CSDSIP will engage professionals to check for moisture content in the wood and have drying equipment placed, as necessary, in a timely manner.

In addition to understanding and following the recommended settings for your building’s system, ensure you have a weather watch procedure in place to track severe weather events and have a plan in place to monitor facilities. If a storm is coming, take steps to help minimize weather related building damage by planning in advance and safely checking in on buildings.

Before the storm:

- Check rooftop flashings and penetrations to ensure tight, leak-free seals.
- Check exterior window caulking and seals to ensure leak-free seals.
- Clear leaves and other obstructions from gutters, scuppers and down spouts.
- Clear all surface drains and runoff channels of leaves and other obstructions.
- Check all grade-level exterior door thresholds to ensure that rubber seals are in good condition.

During the storm:

- A building manager, facility director or maintenance staff should complete daily scheduled inspections to the building. Inspections prevent late discovery disasters.
- Monitor and maintain building temperatures no lower than 58-60 degrees Fahrenheit.
 - Ensure the building’s heating systems and insulation maintain internal temperatures no lower than 45 degrees Fahrenheit in areas where there are waterlines and equipment.

After storm:

- Do a thorough inspection of the buildings to look for leaks or water intrusions.
- Call CSDSIP immediately upon discovery of any leaks or intrusions.