

# Safeguard Properties

## Dewinterization Checklist and Documentation

Contractor Code: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Date: \_\_\_\_\_  
Employee's Name \_\_\_\_\_

Utilities (Meter Reading)  
Water: on/off (\_\_\_\_\_) )  
Electric: on/off (\_\_\_\_\_) )  
Gas: on/off (\_\_\_\_\_) )  
Water: Well / City

Was Broker Contacted: yes/no  
Is Broker Maintaining Utilities: yes/no

How many units? \_\_\_\_\_  
Type of system? (Dry, Steam, Radiant)  
Was property frozen on arrival: yes/no  
**If yes, provide a detailed description:**

\*\*\*Document any pre-existing plumbing system and/or water damages to the property:

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\*\*\*Attention Contractors\*\*\* It is important for each contractor to provide photo documentation which supports each step during the dewinterization process. Please remember to provide and illustrate in-depth photos which highlight each step on the Dewinterization checklist. The contractor is required to upload this checklist identical to the way the maid service checklist is uploaded. This will be required for all dewinterization orders in order to receive payment. If you have any questions, please reference Memorandum 1261 which provides direction on the dewinterization process.

### Pressure Test System

- Check for visible breaks in plumbing
- Make sure all water is drained from system.
- Close all faucet/valves.
- Build pressure to 35 PSI
- Did pressure hold for 30 mins?
- Document why it didn't hold pressure.
- Photo documentation of all the above?

### Turn on Water Supply

- Unplug main water feed line
- Connect water meter
- Turn water on at the curb
- Remove zip tie on main shut off valve
- Photo documentation of all the above?

### Filling System

- Turn on gas or electric to Water Heater
- Open all faucets and valves, is water flowing?
- Fill Water Heater
- Egnite pilot light on Water Heater
- Fill Well/Holding tanks if applicable
- Connect electric to well pump if applicable
- Fill all toilet tanks and bowls
- Is all air out of the system?
- Photo documentation of all the above?
- Set thermostat to 55 degrees

### Removing Anti-Freeze

- Flush anti-freeze from all toilets (bowls and tanks)
- Photo documentation of all the above?

### Stickers

- Remove Wint sticker on toilets.
- Remove Wint sticker on Tubs/Showers
- Remove Wint sticker on water heater.
- Remove Wint sticker on water meter.
- Remove Wint sticker on dish washer.
- Remove Wint sticker on sinks.
- Remove Toilet wrap installed on toilets.
- Photo documentation of all the above?

### If Radiant or Steam Heating System

"In addition to all the above"

- Pressure test heating system.
- Fill boiler.
- Tighten bleeder pins.
- Fill expansion tank.
- Fill heating loops.
- Light Boiler
- Remove Wint sticker from boiler.
- Photo documentation of all the above?

\*\*\*Provide a detailed reason why the system doesn't hold pressure \_\_\_\_\_

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By signing and dating the below, I take full responsibility for the accuracy and workmanship for completing and documenting a proper dewinterization. As a qualified individual to perform a proper dewinterization, I have photo documented the entire dewinterization process to support all items are completed per Safeguard Properties guidelines and all supporting documentation for damages and estimates/bids are accurate. I understand that any missed, false and/or inaccurate information will result in total ownership of the plumbing system and all repairs to the system will be at my cost to achieve a sound certified working plumbing system.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_