



Facility - Exterior:

- Water Shut-Off:** Locate the main water shut-off and ensure a key meter is available
- Inspection:** Check exterior walls, doors, and openings for cracks or gaps that could allow cold air or pests.
- Protect Exterior Faucets:** Disconnect hoses and cover all faucets with insulated covers.

Facility - Interior:

- Water Protection:** Shut off water bypass valve and run faucets until water stops each night. If no bypass valve, drip one cold-water faucet furthest from main shut-off.
- Heat Settings:** Keep heat on at all times and set thermostat to at least 55°F.
- Protect Pipes:** Open cabinet doors under sink to allow warm air to circulate.
- Leaks or Frozen Pipes:** If a leak or freeze is suspected, shut off water immediately and call a plumber. Do not attempt to thaw pipes.

HVAC:

- System Readiness:** Replace filters regularly to ensure vents are cleared.
- Do Not Power Down:** Adjust thermostat for occupancy, but never turn HVAC systems off during freezing weather.
- Safety Check:** Test smoke and carbon monoxide detectors and replace batteries if needed.

Equipment & Systems:

- Mechanical Rooms:** Keep rooms warm and allow warm air circulation.
- Dental Water Bottles:** Remove and drain water bottles nightly.
- Cold-Sensitive Equipment:** Ensure warm air reaches plumbing-adjacent equipment including plaster traps, amalgam separators, and vacuum lines.
- Sterilization Equipment:** Drain ultrasonics and autoclaves when not in use.

Reminder: Clear all sidewalks, driveways, and parking lots with salt or sand, and post signs warning of slippery conditions