



Safety Bulletin: Prepare Your Campus for Winter October 2025

Attention: Risk Management, Facilities, Maintenance & Operations

In preparation for the upcoming storm season, SIA districts should take time now for preventative maintenance. To reduce losses, we recommend the following:

Check Roofs

- Check for evidence of leaks.
- Look for standing water, bubbles, or tears and cracks in roof covers.
- Check parapet walls with your hands for bounce back. Walls should be solid, not spongy.
- Check for gaps or broken roof flashing.
- Clear debris on roofs and in gutters and downspouts.
- Check gutters and downspouts for leaks and ensure they are secure to the building.
- Consider a fresh coat of paint for weather proofing help.
- Have a plan to respond to roof leaks. Stock any necessary repair materials.
- Review tasks and responsibilities with staff.

Finish Your Checklist

- Visually check all storm drains and pipes for debris. Leaves, garbage, and other materials blocking the drainage systems can back up water and destroy floors and walls.
- Check shade structures and storage areas to ensure they are secure to prevent wind damage.
- Check electrical. Develop a plan for an electrical failure.
- Review the correct way to turn off electrical hazards in flooding zones.
- Visually inspect window seals and caulking.
- Ensure that emergency equipment has been serviced and is properly fueled and lubricated. Emergency equipment may include backup generators, wet vacs, sump pumps.
- Check emergency lighting and battery-powered backup systems.
- Trim overhanging trees. Remove dead trees or dead limbs.
- If you have pipes that are exposed to cold air, interior and exterior, make sure they are fitted with proper insulation.
- Ensure parking lot gates are secured in the open position to prevent winds from swinging gates into traffic.
- Winterize sprinkler systems according to the manufacturer's recommendations. Blowing out excess water with a compressor may be the best way to prevent frozen and broken pipes.
- Ensure custodial staff have supplies for daily wet floor management to prevent slip and falls.
- Remind staff to report leaks, icy spots, or heating issues promptly.



A little preventative maintenance now can save your district thousands of dollars in deductibles and future contributions to the SIA pool.