



# Frozen Pipe Checklist

## How to Prevent Frozen Pipes

- Insulate areas where vulnerable pipes are located by using electric heat tape (this can be found at your local hardware store).
- Remove hoses from outside yard faucets.
- Try to encourage your tenants to resist the urge to lower their thermostats while they are gone for the day during severely cold weather.
- Inform your tenants that it is recommended that you let your faucets drip when the temperatures are expected to be in the 20s or below. This will allow the water to constantly move through the pipes at a consistent, yet slow pace, in turn preventing any stationary water that may collect within the pipes from freezing.
- Inform tenants that will be away during freezing temperatures to open the doors to kitchen and bathroom cabinets under their sinks so heat from the room will help warm the pipes.
- Drain all outdoor pipes that supply water to your sprinkler system and turn off the water supply to the system.
- Keep all exterior entry, exit and overhead doors to unheated spaces closed as much as possible during the winter months.
- Before the winter months arrive, ensure that all cracks, holes, and other openings on the exterior walls are sealed tightly with caulk or insulation to prevent cold air from penetrating in.

### If a pipe freezes:

- Be aware of where your main water emergency shut-off valve is located.
- Be sure to turn off the water supply to the frozen line.
- Never try to thaw a frozen pipe with an open flame; it could lead to a fire.
- Remove insulation and wrap the pipes in warm rags, then pour hot water over the pipes until the water begins flowing again.

### If a pipe bursts:

- Shut off the water immediately to prevent additional damage.
- Take proper precautions to avoid an electrical shock from being in or near standing water.
- Take an inventory of any damaged property or possessions.
- Call your plumber.