**Freeze Preparation: Winter Storm Checklist**

**Please complete the following checklist:**

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| [ ]  Ice Melt: # of available pounds: \_\_\_\_\_\_ # of available bags: \_\_\_\_\_\_[ ]  Winter Gear: Gloves, Hat, etc.[ ]  Chain Saws: Filled with gas and operable[ ]  Safety Goggles/Hard hat[ ]  Water Cut-Off (laminated) Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Water Cut-Off Key Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Tarps[ ]  Plumbing Plan available (extra plumbing supplies on hand)[ ]  Carpet Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Emergency Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Wet Vacs/Flat Shovels/Ropes and Ladders available[ ]  Outdoor Facilities Winterized, i.e. fountains, faucets, etc.[ ]  Fire Sprinkler[ ]  Vacants/Market-readies/Models- turn on 68 degrees and open all cabinet doors[ ]  Freeze Warning Signs and/or door hangers to notify Residents[ ]  Torch for Frozen Pipes[ ]  First Aid Kit available in office/Extra food and bottled water in the office[ ]  Extra blankets in the office[ ]  Extra Flashlights in the office with extra batteries available: Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Cell Phones charged and available[ ]  Standard Phone (corded) that can be plugged into wall jack Phone Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location of Dedicated Land Line: \_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Current Rent Roll[ ]  In case of power loss: Cell phones and DC to AC charger to be used in cars |
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