**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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