

Winterization Photo Requirements

- 1) **AFTER** posting signs (Utility Poster/Stickers)
- 2) **BEFORE** and **AFTER** shut off circuit breakers
- 3) **BEFORE, DURING, AFTER** flush/clean toilets
- 4) **DURING** fill with antifreeze (sinks/toilets/tanks/traps, etc.)
- 5) **DURING** draining of the hot water tank (with hose connected)
- 6) **DURING** blowing of the lines (show air compressor connected/reading, lines connected and being blown)
 - a) Photo showing air compressor connected to lines and the pressure gauge reading during the pressure test
- 7) **BEFORE** and **AFTER** photos of watch to confirm pressure test remained for 30 minutes
- 8) **DURING** inspection of system for damages
- 9) **AFTER** toilet wrap
- 10) **BEFORE, DURING, AFTER** zip tie – main water line zip tied in OFF position (when applicable)
- 11) **DURING** draining of the boiler (when applicable)
- 12) **AFTER** open radiator vents (when applicable)
- 13) **DURING** draining of the heating loops (when applicable)
- 14) **BEFORE** and **AFTER** cap water line (when applicable)
- 15) **DURING** draining of the well pump (when applicable)
- 16) **DURING** draining of the water softener (when applicable)
- 17) **AFTER** turn on heat (when applicable)
- 18) **BEFORE, DURING, AFTER** thawing of system (when applicable)
- 19) **AFTER** showing water meter disconnected (when applicable)
- 20) **DURING** and **AFTER** start the system (when applicable)
- 21) **BEFORE, DURING, AFTER** sump pump (when applicable)
- 22) Radiant winterization requires photo of the boiler, RPZ valve, baseboards/radiators being drained, and expansion tank (when applicable)
- 23) The winterization checklist is required.
- 24) All photos of items winterized must show SPI winterization sticker in place. Please note that the winterization stickers should not be placed on the front door.
- 25) All damages found during the winterization (freeze damage, plumbing damage) require photo documentation.