

Preparing for Extreme Winter Weather Conditions

We are requesting that the principal, building manager or a designee continue to check their building(s) during times of extreme winter weather conditions (snow, ice, extreme cold, etc.) to ensure that it is warming properly and that pipes are not frozen. As frozen pipes begin to thaw, any pipes that have busted will begin to leak. **If you notice any busted pipes or water intrusion, please notify Sentry Watch immediately!**

- All faucets in mobile classrooms should be left open during extreme winter weather conditions so that the water is able to drip **(not flow)** from the open faucet. Drains are to be checked to ensure that nothing is impeding or will impede the drainage. Some mobiles have self-closing faucets which cannot be left in the open position.
- Ensure that all garden hoses are disconnected from can wash areas and outside spigots.
- Custodial staff will need to report early to check each mobile classroom and each building on campus in an effort to find any heating or plumbing problems. If the heat is not working or if the water in any toilet is frozen, a call should be made immediately to the **Maintenance Department** at (336)370-2387 or if after work hours to **Sentry Watch** at (336)292-6468.
- As the contact person, you must remain on site until the repair is made or until you are relieved of your responsibility by another site member. The maintenance technician will not assume responsibility for the assets of the site or for securing the site repairs are complete.