



Frozen Pipe Prevention Checklist for Commercial Properties



Sudden cold fronts in Florida can put your property at risk for frozen or burst pipes. Use this checklist to prepare your building, protect your plumbing systems, and prevent costly water damage during winter temperature drops.

1. Inspect & Prepare All Exterior Plumbing

- ✓ Identify exposed pipes around the building, garages, breezeways, and maintenance rooms.
- ✓ Ensure all outdoor spigots are insulated using foam covers or wrap-around insulation.
- ✓ Verify irrigation backflow preventers are insulated and secured.
- ✓ Shut off and drain outdoor hose bibs if possible.

2. Protect Interior Plumbing in Vulnerable Areas

- ✓ Check pipes in: Attics, Mechanical rooms, Laundry facilities, Storage rooms, Unheated stairwells, Outdoor-access hallways
- ✓ Add pipe insulation where missing, especially near exterior walls.
- ✓ Ensure access doors to piping chases close and latch properly.

3. Safeguard Mechanical & Utility Rooms

- ✓ Keep room temperature above 55°F at all times during a freeze warning.
- ✓ Confirm weather stripping around doors is intact.
- ✓ Close vents that allow cold air to directly enter equipment spaces.
- ✓ Ensure tankless or wall-mounted water heaters have freeze protection enabled.

4. Maintain Steady Indoor Temperatures

- ✓ Set thermostats in vacant units to at least 65°F.
- ✓ Reduce drafts by checking windows, sliders, and entry doors for air leaks.
- ✓ Keep interior doors open to allow warm air to circulate around plumbing.

5. Keep Water Flowing When Necessary

During extended freezes:

- ✓ Allow faucets to drip slightly in units or areas with known cold spots.
- ✓ Run recirculation pumps continuously (if applicable).
- ✓ Avoid shutting off water to whole buildings unless absolutely required.



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6. Prepare Your Property's Team

- ✓ Provide onsite staff with pipe locations, shutoff valves, and emergency contacts.
- ✓ Make sure your maintenance team knows how to turn off water quickly in an emergency.
- ✓ Verify that after-hours procedures are clear and posted.

7. Check Fire Protection Systems

- ✓ Inspect and insulate exposed sections of fire sprinkler lines, especially in exterior breezeways.
- ✓ Confirm riser rooms stay heated above 40°F.
- ✓ Ensure all doors to riser rooms remain closed and locked.

8. Protect Vacant or Under-Construction Units

- ✓ Keep water running or winterized, depending on occupancy timeline.
- ✓ Ensure windows stay closed and weather-tight.
- ✓ Install temporary heaters if cold reaches extreme levels.

9. Conduct a Quick Exterior Property Walk

- ✓ Look for broken insulation, missing covers, or exposed pipe sections.
- ✓ Check gutters and downspouts for blockages to avoid ice dams.
- ✓ Identify areas where wind chill could accelerate freezing (open corridors, garages, rooftop piping).

10. After the Freeze: Post-Event Inspection

- ✓ Check all exposed pipes for cracks or drip leaks.
- ✓ Inspect attic and mechanical rooms for signs of freeze-related damage.
- ✓ Verify normal water pressure has returned throughout the property.

Staying ahead of a cold front is the best way to protect your property and avoid costly downtime. If you need assistance preparing your building or responding to an emergency, our team is here to help.

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