



**HEADS UP!**



## Weather Reminder

Winter is here. Most school sites will be closing for the winter break within the next week or two. With this in mind, please take moment to look around your school sites and forward this information to your maintenance supervisors and staff. Please pay special attention to the following:



Storm drains and gutters should be clear of debris. Walkways and parking lots should be checked for debris that can accumulate after a storm.



Automatic timers set and properly working to be sure that **HEAT** is coming on in buildings during the winter break.



All exposed water lines are protected from cold temperatures.



Consistent maintenance of walkways and stairs is very important. Pay special attention to areas which may become icy.



Be sure adequate security is provided while campuses are not occupied during the winter break. Vandalism losses tend to occur during this time.

If you have questions or need assistance, please feel free to contact CRSIG at 579-7535 or Wells Fargo Insurance Services USA, Inc. 1-888-298-7213.