ARCTIC ALERT PROCEDURE 22-23

When an Arctic Alert is declared by Facilities Management, the Site Facility Coordinator will implement the following Arctic Freeze Procedures. Please enter a Yes (Y) or No (N) to each item listed below. If an item does not apply to your School or Site enter Not Applicable (N/A).

Please fax 775-851-5624 or email a completed signed copy of this procedure to Housekeeping@washoeschools.net and retain the original on site.

1	_All boilers should be on automatic at all times. This includes nights, weekends, and holidays during arctic
	freeze conditions.
2	_ All rooms in your School or Site should be at 68 degrees, 24-hours a day.
*3	Designated water faucets, drinking fountains and hose bibs will be allowed to flow (small stream) where the
	plumbing and fixture is installed on the exterior wall of any room or hallway. Verify sinks drain
	properly!
4	_ All interior restrooms and cabinets with plumbing fixtures on exterior walls will have the doors left open
	to allow warm air to circulate.
5	Three wing or pod style schools: Keep inner classroom doors open in case a unit ventilator goes down in
	one classroom. Warm air will still circulate throughout the building.
6	Ensure all classroom heat registers and unit ventilators are open and clear of any obstructions. These units
	being covered or obstructed minimizes the ability of warm air to circulate throughout the classroom and
	building.
7	
8	below to circulate. Close gable end door vents located at end of wings. In Elementary Schools ensure that all gable vent dampers are closed or covered in attic/catwalk to
	prevent water/sprinkler pipes from freezing.
9	Cover outside air louvers for unit ventilators.
10	_Ensure unit heaters are working in boiler rooms, mechanical rooms, and storage rooms.
11	_Ensure exterior restrooms, snack bars, baseball facilities with outside entries are drained, shutdown and
	secure with heated units on?
12	_Use food grade anti-freeze (you should have on hand) to put in fixtures (urinals, toilets, sinks, p-traps,
	drains) of restrooms with outside entries?
13	Restrooms with outside entries: Replace light bulbs with heat lamps and leave inside lights on for
	additional heat.
14	Cover vents in restrooms with outside entries to prevent cold air from entering building.
15	For all restrooms, storerooms, and rooms with plumbing with entries that open to the outside, make sure
	space heaters are working. Utilize rolled rags to prevent cold air from seeping in, if necessary.
16	Ensure that all precautions have been taken to prevent fire sprinkler risers and associated piping from
	freezing.
17	_All exposed piping to evaporative coolers and exposed hose bib piping must be drained and isolated.
18	_Ensure that all vent openings in fire pump house are covered.
19	_Ensure that all unit heaters and electric heaters are working in fire pump houses.

20	Ensure that all hot water heat pumps are operational and in good repair.
21	Watch for excessive buildup of ice and snow by exits. Ensure that all exits are operable.
22	Check fuel tanks daily and record results in your log.
23	_ Ensure that you have adequate propane & fuel oil in tanks for heating the building. If the tanks are less
	than 40 percent capacity contact Facilities Management at 851-5673 for propane delivery.
24	Have you been notified to make periodic inspections of the building on weekends and holidays?
*25	Ensure that all exposed exterior water pipes are identified.
26	_ If exposed pipes are damaged, notify Facilities Management immediately.
27	Ensure all exposed exterior water/sprinkler pipes are drained, covered and insulated.
28	Ensure all exposed exterior backflow devices/pipes are drained, covered and insulated.
29	Ensure that the heat tape and heaters in hot boxes are operational on all backflow devices interior and
	exterior. Check power supply and GFI circuits.
30	Ensure that all shop and kiln areas are getting heat.
31	_ Check the temperature gauges in the walk-in refrigerators in the kitchen.
32	Has your custodial and maintenance staff been notified of this alert?
33	Has your principal or administrator been notified of this alert and his/her assistance requested in notifying
	your staff at the school or site?
34	Has this procedure been posted on all Staff Bulletin Boards throughout the school or site?
*35 _	Has the teacherage & other housing been completed? Reno HS house: Set heat at $60-65$ degrees (night
	low limit thermostat).
*36 _	Has the heat tape and indicator light been checked for exposed piping in the attic space?
	sterisk (*) items please see attached sheet.
The ab	ove procedure was implemented by: Ref. IDSchool
SFC:_	ID Signature: Date
	Print Name

The areas listed below are known to be potential areas that are prone to freeze-up. This list is not all-inclusive. All "Arctic Alert Procedures" should be implemented in all Schools or WCSD support sites.

See procedure #3

McQueen – Fixtures on Kitchen Hood. Reed – Faucets in rooms 504, 505 and 523

These schools should leave faucets flowing in all classrooms with sinks located on the exterior wall. Verify the sink drains work properly to prevent back-ups!

Lois AllenMarvin MossBrownSilver LakeCaughlin RanchAlice SmithHidden ValleyAlyce TaylorHuffakerWestergard

See procedure's #3 and #7

Swope - Home Economics, Industrial Arts. (Only faucet)

Dilworth – Home Economics, Industrial Arts. Traner – Home Economics, Industrial Arts. Sparks – Home Economics, Industrial Arts.

Cold Springs-Science Classroom

Mendive MS

See procedure #8

Donner Springs Mathews Allen Spanish Springs El. Double Diamond Melton Taylor, Alyce Beasley Van Gorder Bennett Hall Moss Brown Hidden Valley Sepulveda Westergard Winnemucca Caughlin Ranch Huffaker Silverlake

Desert Heights Hunsberger Smith, Alice

See Procedure #9

Whitehead

See procedure's #11, #12, #13 and #14

BeckLemmon ValleySmithridgeBoothLoderSparks HS

Cannan Maxwell Spanish Springs HS

North Valleys HS Corbett Stead Damonte Ranch HS Peavine Sun Valley Duncan Pleasant Valley Towles Elmcrest Reed Vaughn MS Galena Reno Verdi Warner Gomm Risley Hunter Lake Lemelson Wooster

Juniper McQueen HS Desert Skies Grounds Building

Sky Ranch Grounds Building Herz Grounds Building

See procedure # 15

Galena – Fire Sprinkler Riser rooms and Air-Compressor room. Damonte Ranch HS Baseball Announcers Booth All High School Concession Stands Vaughn MS Softball Snack Bar rooms.

See procedure's #10, #17, #18, and #19

GerlachNatchezSparks HSGomesO'BrienSwope MSMossPalmerLemelson ES

The areas listed below are known to be potential areas that are prone to freeze-up. This list is not all-inclusive. All "Arctic Alert Procedures" should be implemented in all Schools or WCSD support sites.

See procedure # 25

Diedrichsen Whitehead AACT Greenhouse

See procedure # 35

Gerlach Reno HS Sparks HS G St House

See procedure # 36

Lemelson - See indicator light in (northwest) hallway of main building. Shaw Middle School