# ARCTIC ALERT PROCEDURE 21-22

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 <u>Three wing or pod style schools</u>: 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 \_\_\_\_ In middle schools with catwalks in attics, <u>leave attic access stairs open</u> to allow warm air from below to circulate. <u>Close gable end door vents located at end of wings</u>.
- \* 8 \_\_\_\_ 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?

FOR asterisk (\*) items please see attached sheet.

The above procedure was implemented by: Ref. ID\_\_\_\_\_ School \_\_\_\_\_

SFC: \_\_\_\_\_ID\_\_\_\_Signature: \_\_\_\_\_Date\_\_\_\_

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 Allen	Marvin Moss
Brown	Silver Lake
Caughlin Ranch	Alice Smith
Hidden Valley	Alyce Taylor
Huffaker	Westergard

#### 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

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

#### See Procedure #9

Whitehead

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

Beck	Lemmon Valley	Smithridge	
Booth	Loder	Sparks HS	
Cannan	Maxwell	Spanish Springs HS	
Corbett	North Valleys HS	Stead	
Damonte Ranch HS	Peavine	Sun Valley	
Duncan	Pleasant Valley	Towles	
Elmcrest	Reed	Vaughn MS	
Galena	Reno	Verdi	
Gomm	Risley	Warner	
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

Gerlach	Natchez	Sparks HS
Gomes	O'Brien	Swope MS
Moss	Palmer	Lemelson ES

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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