

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 ____ 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 ____ In middle schools with catwalks in attics, leave attic access stairs open to allow warm air from below to circulate. Close gable end door vents located at end of wings.
- * 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.

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

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