

ARCTIC ALERT PROCEDURE 23-24

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.

- 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 _____
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 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