

Your essential winter checklist

Ensuring the resilience of your business premises is important during the colder months. This comprehensive checklist will guide you through essential steps in safeguarding your premises against the challenges of winter.

- ❑ Locate your internal stopcock - it may be under the kitchen sink or in the staff toilets
- ❑ Make sure your office boiler has been serviced
- ❑ Closing for a few days? Leave the heating on low or drain down the system
- ❑ Insulate water tanks and lag your pipes - remember not to leave any gaps at bends, valves, or fittings
- ❑ Lagging material is available from all good DIY stores
- ❑ If there is a loft space, check loft insulation is in good condition
- ❑ Ensure pipes, cisterns, and tanks in unheated areas such as lofts are lagged
- ❑ Leave loft doors open to allow warm air to circulate - repair dripping taps, even a small trickle can result in frozen pipes
- ❑ Keep a separate supply of drinking water in case of emergency
- ❑ Make sure you have adequate insurance against plumbing and drainage emergencies such as burst pipes
- ❑ Note the name and number of an industry recommended plumber in case of emergency
- ❑ Castle Water's contact and emergency contact numbers are listed on the next page and can also be found on our website