

WINTERIZATION SERVICE REQUIREMENTS AND COST SCHEDULE

In jurisdictions where winterization is required, all properties must be winterized between October 1 and March 31. Generally, properties should not be winterized between April 1 and September 30. Exceptions to these winterization time periods are specified in this attachment. Properties should be winterized only once. The property may be re-winterized only if the initial winterization is deemed to be no longer effective and the mortgagee obtains prior approval from the M&M contractor. The winterization process must include a thorough and complete draining of all plumbing and heating systems unless otherwise directed by the City/State variation.

M&M contractors should be contacted for directions on maintaining water services to houses where a community water service is involved and utility services to townhouses, duplexes, attached dwellings in PUDS, and condominiums where such services must be left on due to homeowners association or party wall requirements. In condominiums and attached dwellings in PUDS, water services and utilities should remain on if the systems are shared with other units.

DRY HEAT SYSTEMS – The water supply to the property should be shut off at the curb. If curb shut off is not possible, the main interior water supply must be shut off. In either case, the water meter must be disconnected and left in the property unless the City or County ordinance requires return of the meter to the water company to eliminate further water charges. The disconnected feed pipe leading from the main water valve must be plugged. Tags, labels, or warning signs must be affixed to all items winterized and must include the date of winterization and the name, address, and telephone number of the firm that performed the work. For properties with wells, the pump (if not submersible) and tank must be drained. The hot water heater and all domestic supply and distribution piping must be thoroughly drained. All faucet and valves must be opened in the process and then closed after draining is completed. Toilets must be cleaned before winterization materials are used. Use of air pressure to clear the system or, in some cases, adding anti-freeze to the systems are both acceptable provided that the effect is prevention of freeze-ups. Adequate amounts of anti-freeze are to be placed in all fixture traps including toilet tanks and bowls. All winterization must be performed in accordance with state and local codes, ordinances and regulations.

WET HEAT, RADIANT, HYDRONIC OR HOT WATER BASEBOARD SYSTEMS – The winterization requirements outlined above for domestic water apply except that water should not be shut off to or in the property. Test for system security. Pressurize the system with an air compressor to 35 pounds and inspect for leakage. System must hold air pressure with no leakage for a minimum of one-half hour.

Drain the boiler and all heating loops. Repair, replace, or install (as necessary to comply with state health department requirements) a Reduced Pressure Zone (RPZ) valve. Such a valve shall be installed between the furnace and the main feed water supply, adjacent to the furnace.

Fill the boiler and all heating loops with a non-toxic anti-freeze (propylene-glycol) solution designated for hot water heating systems (with anti-rust ingredient) tested to a freeze point of –40 degrees Fahrenheit, or lower. Isolate loops or bleed in sequence to ensure proper flushing through the lines. Bleed all vents in the system to ensure that all air has been voided from the system.

Return the heating system to normal operating temperature and pressure. Check the entire system for proper operation. Leave heat on. Tape the furnace electrical switch to the "on" position. Tape card above the switch stating, "Do Not Remove Tape. Do Not Turn Off."

Set the thermostat at 55-degrees. In the event major repair or replacement would be necessary in order to make the heating system operational, contact the M&M contractor for instructions.

STEAM HEAT SYSTEMS – The winterization requirements outlined above for domestic water apply. Determine if the system is operable and if there are any leaks. Report this information to the M&M contractor. In addition, the house boiler system must be thoroughly drained. All radiator vents are to be opened in the process and bleeder pins must not be removed from the radiators.

HOT WATER BASEBOARD HEAT SYSTEMS – As a point of clarity HUD considers that hot water baseboard heat is separate and distinct from heating derived from steam heat systems and dry heat systems. For the point of this discussion, hot water baseboard heating systems derive heat from hot water carried through copper tubing (normally 3/8 inches to 3/4 inch diameter, however tubing can be as wide as 1 1/2 inches in diameter).

SUMP PUMPS – Where there is an existing sump pump used to keep basements or crawl space dry, the electricity must remain on to assure that flooding does not damage the property. Check to make sure the sump pump is operating. Contact the M&M contractor for guidance if the existing pump does not work.