

**OFFICE OF MAINTENANCE, OPERATIONS & SAFETY**  
**Auburn School District No. 408**

TO: Terminal Park Head Custodian  
FROM: Ron Fricks  
DATE: November 30, 2015  
SUBJECT: Freeze Prevention

I would like to remind you that freezing conditions will soon be with us again. It is your responsibility as head custodian to ensure that proper steps are taken at your building to prevent pipes from freezing. If you are an elementary head custodian you must notify your night person that he/she will be required to perform the freeze protections tasks. You are ultimately responsible for the condition of the building so be sure your people have the information they need.

Listed below are precautions to be observed in your facility. Phase one task should be completed when appropriate for your site, or when directed. Phase two task should only be completed when specifically instructed to do so. Please contact the SSC dispatcher, or email me if you have any questions about completing phase two task.

Phase One

1. Open hatch in ceiling of library.
2. Check roof area daily as weather starts to warm up for roof drains, cracks in roof, etc.
3. Be sure all outside hose faucets are turned off and drained.
4. Place wastebaskets in doorways of all restrooms without heaters to keep doors.
5. Doors to plumbing areas should be opened.
6. Keep all drapes closed both ~~at~~ night.
7. Perform daily inspections of all classrooms, checking heat, plumbing in restrooms, sinks, etc.

Phase Two

1. Run water, rooms 101, 115, 201, 205, 300A, and 305A.