

Winter Preparations | Pre-Season Risk Assessment

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To protect your business from the elements, it is important to conduct a thorough review of your property. The checklist below provides a list of questions to ask yourself that can help you better assess your risks and identify potential areas for improvement. Please feel free to reach out to your Alaska National Loss Control staff for location specific guidance and assistance.

Topic	YES	NO
Has your business ever been damaged by winter weather?		
Is the slope of your roof significant enough to shed snow and ice?		
Does your roof have obstructions like chimneys and skylights that cause snow and ice to collect?		
Have identified obstructions been marked so they can be found in the event of heavy snow and ice collection?		
Have you cleaned debris from your roof and drainage systems?		
Are there any tree branches or other vegetation hanging over your roof?		
Do you own/use electric heating cables or chemical de-icers to clear away ice?		
Are your pipes properly insulated?		
Are there any leaks in your attic that allow cold air into your business?		
Before leaving your business for an extended period during winter months, do you: <ul style="list-style-type: none"> ■ Keep your thermostat no lower than 55° F? ■ Ensure someone checks your house regularly? 		
Have you identified areas of your building that are susceptible to unusual amounts of snow and ice accumulations?		

Questions? | cpsafety@copperpoint.com

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Winter Preparations | Rooftop Inspection and Procedure Checklist

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Date: _____

Review conducted by: _____

Owners and managers of commercial property have an obligation to maintain safe conditions for employees and occupants. Properly maintaining roofs during the winter is also critical. This will minimize the potential for roof damage or collapses after periods of heavy snow. Excessive snow on the roof may cause significant damage to the building, injury to occupants, and impair or prevent you from conducting business from that location.

To prevent property damage and possible associated injuries, commercial property owners should consider pre-season activities and inspections using the checklist provided below to identify areas that may need improvement prior to snowfall in the winter months. Early planning is key to loss prevention; August and September are the best months to start this process. Please reach out to our Alaska National Loss Control staff for guidance and help.

PRE-SEASON PROCEDURES	NOT COMPLETED	COMPLETED	COMMENTS
Send out a newsletter, flyer or post a notice on a communal bulletin board asking residents, employees, and visitors to report rooftop over-hang snow and ice-related hazards immediately.			
Establish a plan for how you will remove snow and ice accumulation on rooftop. Also, identify when removal will take place in correspondence with when the snow falls (e.g., during a middle of the night snow fall, clean up should occur by 5 a.m.).			
Consider hiring a snow removal contractor. Investigate the quality of the contractor's work, timeliness of work during a storm, equipment adequacy, experience, references and the ability to work with your property's unique needs.			

PRE-SEASON PROCEDURES	NOT COMPLETED	COMPLETED	COMMENTS
<p>Create a contract for use with your hired contractor. Sign the contract before snow season and have the contractor sign it as well. Include the following within the contract:</p> <ul style="list-style-type: none"> ■ Contractor agrees to provide high quality services for you on your premises ■ Contractor adheres to safe working practices as established by industry standards ■ Contractor maintains general liability insurance with a minimum of \$1 million and provides a certificate of insurance to you ■ Contractor names you as an additional insured on the policy ■ Contractor should be held responsible if there are claims following actions, inactions or work done ■ Contractor waives subrogation rights 			
<p>Report snow and ice removal activities on a snow and ice removal log as soon as the tasks are complete (see attached log). The log is handy for maintaining a standard procedure if you have multiple facilities. Use the same log for your own staff members and hired outside contractors.</p>			

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Winter Preparations | Pre & Post Season Inspection Checklist

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General Roof Conditions

Item	Remarks
Debris on Roof	
Drainage Physical	
Damage Attic	
Conditions	
Structural Deformation	
Other	

Flat / Membrane Roof

Item	Remarks
Condition of Coating	
Granular Loss	
Punctures	
Cracks/Alligating	
Blisters/Fishmouths	
Ponding	
Other	

Sloped Roof

Item	Remarks
Roof Material	
Condition of Surface	
Deformed Edges	
Shingle:	
▪ Buckled	
▪ Curled	
▪ Missing Tabs	
▪ Granular Loss	
▪ Other	
Metal:	
▪ Corrosion	
▪ Fasteners	
▪ Other	

Roof Features

Item	Remarks
Fascia	
Soffit	
Flashing	
Gutters/Drains, etc.	
Skylights	
Chimneys/Vents Fall	
Arrest Anchors	
Control Zone Access	
Drains / Vents	
Other	

Ceiling Conditions

Item	Remarks
Cracks	
Water Staining	
Water Leaks	
Season Change	
Other	

Exterior Wall Surfaces

Item	Remarks
Deformed Finish	
Surface Deterioration	
Staining	
Other	

Interior Wall Surfaces

Item	Remarks
Cracks	
Water Staining	
Water Leaks	
Deformed Finish	
Seasonal Change	
Window Leaks	
Door/Window Alignment	
Other	

Summary/Comments

(Highlight areas of concern and any rapid degradation in roof system)

Comment on changes from previous inspections, and overall roof condition. Indicate recommended action of roof repair and/or further assessment and estimated remaining life expectancy of roof system. Include any photographs and thermography records in this report.

Roof Plan and Details

USE THIS AREA ONLY IF DEFICIENCIES ARE OBSERVED.

Sketch roof plan. Include north arrow, the location of the items listed below, approximate dimensions of building, roofing materials, and other relevant items located on the roof. Show changes in roof elevations in a separate sketch.

Identification Code

- | | | | |
|----------------------------------|-----------------------------------|---------------------------------|---------------------|
| A – Access Hatch | F – Fascia and Gravel Stop | U – HVAC Unit | L – Ladder |
| B – Base Flashing | G – Gutter System | J – Flag Pole | S – Skylight |
| C – Cap Flashing | H – Vent / Fan Hood | W – Ponded Water | T – Walkway |
| D – Roof Drain | K – Chimney | P – Parapet or Fire Wall | |
| E – Expansion Joint Cover | R – Roof Vent | V – Vent Pipe | |

Glossary of Roofing Terms Used in this Checklist

Alligatoring

Shrinkage cracking of the bituminous surface of built-up or smooth surface roofing, producing a pattern of deep cracks resembling an alligator hide.

Asphalt

A highly viscous hydrocarbon produced from the residuum left after the distillation of petroleum; used as a waterproofing agent of a built-up roof.

Ballast

An anchoring material (such as rock, gravel, pavers) used to resist wind uplift forces of roof membrane.

Bitumen

A generic term for asphalt or coal tar pitch roofing.

Blister

A spongy raised portion of roofing membrane as a result of pressure of entrapped air or water vapor.

Built-up Roofing (BUR)

A continuous, semi-flexible roof covering consisting of laminations or plies of saturated or coated felts alternated with layers of bitumen.

Cant Strip

A continuous strip of triangular cross-section, fitted into the angle formed by a structural deck and a wall or other vertical surface, and used to provide gradual transition for base flashing and horizontal roof membrane.

Crack

A break in a roofing membrane as a result of flexing, often occurring at a ridge or wrinkle.

EPDM

A synthetic rubber sheet used in single ply roof membrane (ethylene propylene diene monomer).

Expansion Joint

A deliberate separation of two roof areas to allow expansion and contraction movements of the parts.

Eaves

The protective overhang at the lower edge of a sloped roof.

Fascia

The finish member covering the edge or eaves of a flat or sloping roof or roof overhang.

Fishmouth

An opening of the lapped edge of applied felt in built-up roofing due to adhesion failure.

Flashing

Connecting devices that seal membrane joints, drains, gravel stops and other places where membrane is interrupted. Base flashing forms the upturned edges of the watertight membrane. Cap or counter flashing shields the exposed edges and joints of the base flashing.

Gravel Stop

Flanged device, normally metallic, designed to prevent loose aggregate from washing off roof. It also provides a finished edge detail for built-up roofing assembly.

High Risk Roof

A roof which scores 15 or greater out of 20 using the Snow Overload Risk Assessment checklist.

Modified Bitumen

Asphalt with the addition of polymer modifiers to increase cold temperature flexibility and warm temperature flow resistance and stability.

PVC

A generic term for single ply plastic sheet membrane (poly vinyl chloride); seams are fused by solvent or hot-air welding techniques.

Parapet

The part of the wall entirely above the roof.

Ponding

The collection of water in shallow pools on the roof surface.

Slope

The ratio between the measures of the rise and the horizontal span.

Soffit

The finish on the underside of a roof overhang.

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Winter Preparations | Snow and Ice Removal Log

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Property Name: _____ Year: _____

Property Location: _____

DATE	BUILDING NAME/NUMBER	TIME OF REMOVAL	SUPPLIES USED	SIDEWALKS	STAIRWAYS/ STEPS	WALKWAYS	PARKING AREAS	ROOF	STAFF INITIALS	COMMENTS

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