

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>			

Questions? | cpsafety@copperpoint.com