

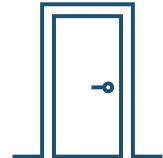


# SEVERE WEATHER BEST PRACTICES

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# FOCUS AREAS FOR YOUR PROPERTY



Inspection and  
Maintenance

Windows and  
Doors

Building Exterior

Pre-Storm  
Checklist

All recommended actions should be performed by trained professionals only when safe to do so and in accordance with all applicable standards and regulations.

# INSPECTION AND MAINTENANCE

## Drainage



Regularly **clear debris from roof drains** and their corresponding discharges to help avoid build-ups that can eventually cause ponding water.

## Roof Flashing



Repair damaged or **unsecured flashing and fascia**, which are the first line of defense in protecting your building envelope and preventing your roof covering from dislodging.

## Equipment



Secure **loose rooftop equipment**, such as HVAC or lightning protection systems, building materials, or tools, to help prevent roof penetrations that allow water intrusion. Remove any items that you can't secure.

## Ponding Water



If ponding water is on your roof, **remove vegetative growth** and hire a licensed and insured roofing contractor to conduct a complete roof inspection.

# ● ● ● WINDOWS AND DOORS

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Securely **close windows and doors** while confirming they're tightly sealed to help prevent water intrusion or damage from high winds.

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Seal all **cracks or openings around the window frame** to help minimize points of water entry, excluding weep holes meant for drainage, which should be left unobstructed.

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Ensure **packaged terminal air conditioners are sealed and tilted** at least 1° toward the outside of the building to help them drain properly and prevent wind-driven water from flowing into the building.

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Confirm **mounting hardware for roll-up or garage doors** is securely attached to the frame and keep doors closed during a storm to help prevent the roof from lifting up and off the building.

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# BUILDING EXTERIOR

## Tree Limbs



Trim tree limbs and cut back vegetative growth hanging over or near the building that may fall and cause roof penetrations.

## Hail Guards



Install screens or hail guards on ground-mounted equipment to protect it from hail damage and perform routine maintenance, including replacing rusted or corroded mounting screws.

## Downspouts



Extend downspouts away from the building to help prevent water intrusion.

# ● ● ● PRE-STORM CHECKLIST

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Monitor your local weather authority to **be aware of severe weather**, and run through your pre-storm checklist to help mitigate common hazards if a storm watch is issued.

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Activate your **business continuity plan** to help keep your business functioning during a significant weather event.

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Visually inspect **lightning protection systems** for loose connections, corrosion, or displacement. Hire a certified contractor for any required in-depth testing and maintenance.

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Secure **exterior furniture or equipment** or bring these objects indoors before a storm hits to help prevent them from becoming airborne projectiles that can break windows or penetrate roof coverings.

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