

MEMO

To: Sacramento Diocese – All Members
From: Irina Ganchenko, Claims Risk Manager
Date: October 31, 2025
RE: Winterizing Properties – Key Steps to Prevent Damage and Injuries

As winter approaches, it is essential to implement preventive measures to protect diocesan properties from freezing damage and reduce slip-and-fall hazards. Please ensure the following actions are completed:

Building and Grounds

- Service heating systems; replace furnace filters regularly.
- Inspect roofs, chimneys, vents, and thermostats for proper function.
- Drain sprinkler systems and hoses; insulate exterior faucets.
- Clean gutters and confirm downspouts direct water away from structures.
- Stock emergency supplies for potential power outages.

Freeze Prevention

- Insulate pipes in unheated areas; inspect heat tape annually for damage.
- Maintain adequate heat in all buildings or drain water lines if unoccupied.
- Conduct periodic inspections during extremely cold temperatures, especially in seldom used facilities.

Ice and Snow Management

- Establish a program for timely removal of ice and snow prior to scheduled activities.
- Maintain sufficient supplies of ice melt, sand, and shovels.
- Monitor shaded areas and roof run off for black ice.
- Document snow and ice removal activities; retain records for three years.
- Place floor mats inside entrances to reduce moisture hazards.

Your cooperation in these measures will help prevent property damage and injuries. For questions or assistance, contact the Risk Management Office.

Blessings,

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