

WINTERIZATION PREPARATION 1985



- o **NOW IS THE TIME TO BEGIN PREPARATION.**
- o **CHECK TRACER SYSTEMS FOR LEAKS AND BAD TRAPS.**
 - (1) **PROVIDE LISTS OF DEFICIENCIES AND SHOP ORDERS TO AREA SUPERINTENDENTS.**
 - (2) **AREA SUPERINTENDENTS WILL SCHEDULE AND COMPLETE TRACING DEFICIENCIES BY JULY 1.**
- o **SURVEY INSULATION FOR DEFICIENCIES.**
 - (1) **PROVIDE LISTS OF DEFICIENCIES AND SHOP ORDERS TO AREA SUPERINTENDENTS.**
 - (2) **EACH MAINTENANCE ZONE SUPERVISOR WILL BE RESPONSIBLE TO MAINTAIN THIS LIST - UPDATING THE STATUS OF COMPLETIONS AND ADDING TO THE LIST ANY INSULATION THAT IS REMOVED FOR MECHANICAL REPAIRS.**
 - (3) **AREA SUPERINTENDENTS WILL BE RESPONSIBLE FOR SCHEDULING THE LISTED REQUIREMENTS FOR COMPLETION BY NOVEMBER 1.**
- o **BEGINNING NOW WILL ENABLE US TO:**
 - (1) **COMPLETE NECESSARY WORK PRIOR TO WINTER.**
 - (2) **SPREAD THE COSTS OF WINTERIZATION WORK THROUGHOUT THE SUMMER MONTHS.**
 - (3) **COMPLETE AS MUCH OF THE WORK AS POSSIBLE ON STRAIGHT TIME.**
 - (4) **TAKE ADVANTAGE OF MORE DAYLIGHT HOURS WHERE OVERTIME IS REQUIRED.**
 - (5) **HAVE WORK PLANNED SO THAT BETTER UTILIZATION OF "SWAP" PEOPLE CAN BE REALIZED.**
 - (6) **KEEP YOU UPDATED ON THE STATUS OF WINTERIZATION REQUIREMENTS.**