

## Winter Season Preparation Checklist

### Outside Building

- Lights are working and lit from 4:00 PM – 6:00 AM (contact maintenance department).
- Lawn sprinklers are winterized (contact your landscaper or maintenance department).
- Floor drains are cleaned out.
- Snow plowing for the parking lot (you should have someone contracted for this).
- "Snow Markers" or "Flags" to mark curbs or islands in our parking lots so snow plows or customers don't hit them (generally provided by plow service).
- Building Sign Letters are working and in good condition.
- Building Sign Timers changed to 4:00 PM – 8:00 AM for "on" times. If sign is on a photo-cell system, make sure it is in working condition.

### Service Area

- Snow scrapers – one per bay door.
- Squeegees – minimum of two (order from Grainger).
- Safety Wand Flashlights - two in the service area (order from Productive Supplies Article# 98519).
- Walkways and sidewalks - contact maintenance department for approved slip prevention measures.
- Snow Shovels - at least three (order from Grainger).
- Mop bucket - at least two (one in the showroom and one in the service area) (order from Grainger).
- Heater – contact maintenance, if needed for water fountain and service area sink or dunk tank. (Building and Maintenance Order Form Part# SALPHA20240S)
- Bay Doors are closed if temperature is below freezing.
- Proper Nightly Temperature - during after-business hours, ensure a minimum ambient temperature of 40°F. This will keep your pipes from freezing (contact your regional maintenance manager to get proper heating setup).
- Air lines and pneumatic tools - contact your regional maintenance manager for proper freezing prevention measures. Use heaters, dryers, heat tape, or spare guns.

**NO** portable propane, kerosene, or other fuel powered heaters (contact maintenance for approved heaters).

### Showroom

- Flashlights - at least four (order from Productive Supplies Article# 98578).
- Rugs - red for front door and black weather mats for the outside (order from Grainger).
- Pop up safety cone (wet floor) - one to two cones (order from Grainger).
- Tire rounds, window banners - will be sent to each store (Winter Tire POP - will be sent out by end of September).

### Clothing

- Footwear - employees should wear appropriate footwear for winter weather conditions.
- Beanie hats - DT approved hats only, or solid black hat / ear muff.
- Long sleeve polos - as necessary.
- Long sleeve twills - as necessary.
- Mock turtle necks - as necessary.
- Sweatshirts - determined by your region.
- Coats - every employee should have one lightweight and one heavyweight coat.
- Gloves - order by size (Productive Supplies Article# 98194 thru 98198).
- Overalls

### Other Items

- Tread Depth Gauges (Article# 91382)
- Handheld two-way radios (walkie talkies)
- Ink pens that work in the cold
- LED Neck light
- Winter bibs
- Hand warmers