

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