



## Winterization Check List

### Framed Buildings

- Check along the foundation for places cold winter winds can blow into the basement or crawl space. Plug them up with insulation
- Check where the base plate of the building sets on the foundation. Even the slightest crack will allow cold air to enter.
- If your water pipes and/or water meter is on an outside wall, be sure they are not boxed in preventing heat from reaching them.
- If the water pipes and /or water meter are boxed in, be sure to have doors that can be opened or panel that are louvered so the warmth from the basement can reach the fixtures.

### Mobile Homes

- Make sure the skirting is in place and blocks the wind from blowing under the trailer.
- Water pipes under the trailer can be wrapped with heat tape. The meter can be wrapped too, as long as the heat tape is not touching the plastic face of the meter.
- To prevent out door faucets from freezing disconnect all hoses from faucets. This allows water to drain from frost free faucets. If you have an older home that may not be frost free. In your basement or crawl space there should be a shut off valve. Make sure it is shut off. Open the outside valve and let excess water drain out.

### What do I do if my water line freezes?

- Identify weather there frozen line is in the house or the main water line to the house.
- To determine that it's a pipe in the house turn on the hot side of the faucet, but the cold side work or visa versa, this normally means a pipe is frozen under the sink.
  - Open the cabinet doors so heat can get to the pips
  - A hair dryer can be used to provide additional heat
  - **NEVER** use an open flame

### **What do I do if there is water supply to one part of the house and not another, the pipes supplying are frozen someplace inside the under the sinks, the crawl space, basement or under trailer?**

- Determine which pipes are frozen and get heat to them immediately.
- NEVER** use a torch or open flame of any kind.

### What if there is no water supply to the house?

- Go to the place where the water main enters the home, check to see if the entrance valve turns freely.
- If it does turn it off. Loosen one of the brass nuts at the end of the meter.
- Turn on the entrance valve. If water leaks from the fitting, this means that the water service from the city main is **NOT** frozen.

- Shut off the entrance valve; tighten the brass nut that was loosened.
- Check the following above the water meter where cold air can blow on the water line.
- Is any part of the water line boxed in or behind a basement wall??
- If you have checked everything and no water leaks from the brass nut you loosened on the end of the water meter, you most likely have a frozen water service from the City water main to your house.
- It is recommend that you call a plumber who offers a thawing service using either a steam or hot water thawing system. This process is done by feeding a tube through the water service usually from inside the building out toward the City water main.

**If you had problems with your meter or pipes freezing in the past here are some thing you can do.**

- Box in the meter and water supply line. Keep a light bulb lit in the box to keep the pipes warm or heat tape the pipes and meter. Be sure NOT to let the heat tape touch the plastic face of the meter.

**What if the water meter breaks??**

- Try to locate and shut off your entrance valve.
- If you can't find it or get to it CALL the City Water Department.

**City of Great Falls Water Service**

Weekdays 8:00 am to 5:00 pm (406) 727.8045

Holidays and Weekends (406) 727.1325

These numbers are also for questions, water mains and water repairs.