

**OFFICE OF MAINTENANCE, OPERATIONS & SAFETY**  
**Auburn School District No. 408**

TO: Evergreen Heights Elementary Head Custodian

FROM: Dan Duran

DATE: 11/29/2022

SUBJECT: Freeze Prevention

I would like to remind you that freezing conditions will soon be with us again. It is your responsibility as head custodian to ensure that proper steps are taken at your building to prevent pipes from freezing. If you are an elementary head custodian, you must notify your night person that he/she will be required to perform the freeze protection tasks. You are ultimately responsible for the condition of the building so be sure your people have the information they need.

Listed below are precautions to be observed in your facility. Phase one task should be completed when appropriate for your site, or when directed. Phase two task should only be completed when specifically instructed to do so. Please contact the SSC dispatcher or email me if you have any questions about completing phase two task.

**Phase One**

1. Open under sink cabinets of all upstairs sinks and any sink located on an exterior wall.
2. Please make sure nothing is connected to any outside hose bibb/faucet.
3. Ensure water to outside can wash is shut off
4. Open access hatches:
  1. Gym Lobby
  2. Hall front of room 103
  3. Upstairs custodial rooms

**Phase Two**

1. Run water in the following areas:
  - a. Custodial Room 218
  - b. Custodial Room 114

c. Kitchen Room 512 3-compartment sink