

APEX

Asset Protection Insurance Exchange
Assurance de Réciprocité pour la Protection des Actifs

Are you responsible for closing the church today?

If so, please ensure:

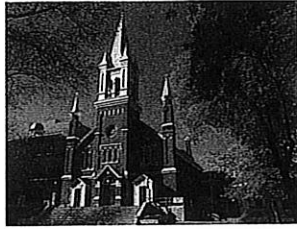
1. No combustible material is left lying around
2. All flammable liquids, such as gasoline, candle oil or paint thinner are locked away
3. All valuables are locked away
4. No unauthorized person is left in the church
5. Garbage cans are locked away
6. All doors and windows are securely locked

Spend five minutes; save our Church!



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10 steps to prepare for winter



- ☐ Remove combustibles from furnace room.
- ☐ Book furnace/boiler and chimney inspections.
- ☐ Remove window air conditioning units.
- ☐ Seal areas where cold air can enter the building.
- ☐ Check insulation on pipes and in attic and crawl spaces.
- ☐ Inspect roof shingles & structure for snow load bearing.
- ☐ Cover air conditioner compressors.
- ☐ Clean eave troughs and drainpipes of all debris.
- ☐ Trim trees to prevent falling branches in high winds.
- ☐ Repair fences, gates and outbuildings.



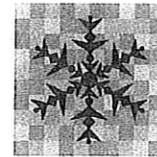
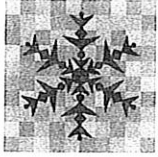
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5 winter maintenance reminders

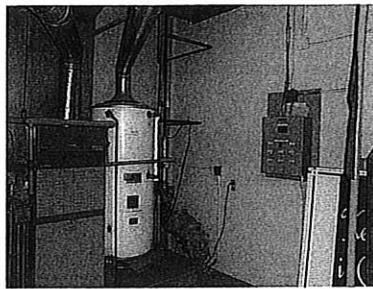
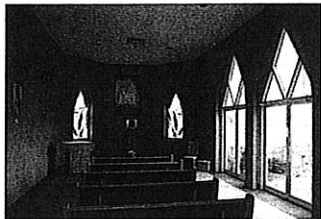


- ☐ Maintain interior room temperature above 12°C to prevent pipes from freezing.
- ☐ Shut off water valves and drain all pipes in unheated buildings.
- ☐ Inspect roof regularly, especially after heavy snowfalls. Hire a contractor to perform snow removal as necessary to prevent roof collapse.
- ☐ Clear snow away from building to avoid water ingress during sudden thaws.
- ☐ Open kitchen and washroom cabinet doors to allow warm air to circulate to pipes.

Remember – If pipes freeze, leave faucet turned on and turn off the main shut-off valve. Do not attempt to thaw pipes using any type of open flame – call a contractor.



Spring cleaning – inside and out



Inside:

- ☐ Repair entrance floors damaged from salt and moisture.
- ☐ Repair all leaks in walls, floors, windows and doors.
- ☐ Book an annual inspection of the air conditioner.
- ☐ Check water heaters for rust or wet spots on the floor.
- ☐ Test main water shutoff valve to ensure it is operational.
- ☐ Replace appliance water supply hoses routinely.
- ☐ Maintain sump pumps.
- ☐ Store materials off the floor, on pallets or shelving.
- ☐ Consider installing a moisture detection system.



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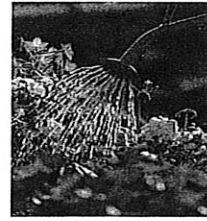
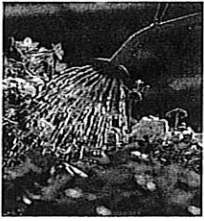


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Spring cleaning – inside and out



Outside:

- ☐ Clean eave troughs and drainpipes of all debris.
- ☐ Check drainage paths to ensure storm water flows away from the building.
- ☐ Extend downspouts at least six feet from building.
- ☐ Check outside water taps for freezing damage.
- ☐ Trim trees to prevent damage from falling branches and to improve visibility of the property.
- ☐ Replace damaged roof shingles.
- ☐ Inspect the lightning protection system and arrange repairs of all breaks in the cables or lines.
- ☐ Store tools and machinery in a secure location.
- ☐ Forbid any “controlled” burning of grass, yard waste or trash.



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