



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON FORT LEE
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FORT LEE, VA 23801-1818

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FEB 20 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Inspection of Buildings During Cold Weather

1. Cold weather can cause extensive damage to buildings and, when buildings are unoccupied, special care is required to protect buildings from the effects of cold weather.

2. Policy:

a. Cold weather is declared when the outside temperature falls below 25 degrees Fahrenheit.

b. Each Fort Lee organization (unit, tenant, directorate, etc.) will develop a plan to physically check all buildings under their organization's control twice daily, during duty and non-duty hours, including weekends and holidays, whenever cold weather conditions exist. Only buildings with heat and water service require inspection.

c. The inspector will ensure the temperature inside each building is at least 55 degrees Fahrenheit and all windows, to include storm windows, and doors are closed. The inspector will check all floors of a building to ensure that there is no evidence of water leaking from water pipes and wet sprinkler systems. The inspection shall include an exterior check of the building perimeter to ensure water is not leaking from underneath exterior mechanical room doors or exterior piping that may be associated with heating equipment.

d. If the temperature inside falls below 55 degrees Fahrenheit or there is evidence of broken pipes, the inspector will notify the Fort Lee Directorate of Public Works Service Order Desk, (804) 451-1914.

3. Proponent for this policy is the Fort Lee Directorate of Public Works Energy and Utilities Branch, (804) 734-4523.


HOLLIE J. MARTIN
COL, LG
Commanding

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