



## CATHOLIC MUTUAL GROUP®

*servicing the temporal needs of the church since 1889*

With the forecast of the extremely cold weather this week, please see the info below:

### Tips to Avoid Frozen Pipes

1. Unoccupied buildings with water/plumbing should be checked twice daily. Heat should be set to at least sixty degrees during these extremely cold temperatures.
2. Cabinets, closets or other enclosures can restrict the transfer of heat to pipes and plumbing, **especially on outside walls or in entranceways**. Leave faucets dripping and open doors/cabinets.
3. Temporary use of indoor space heaters and other non-fuel supplied heaters can be used to maintain building heat during a boiler or furnace repair. They can mitigate the extent of any potential damage to pipes and plumbing. All combustibles and storage should be moved away from space heaters.
4. Have a plan in place in the event of a boiler or furnace malfunction. Make arrangements with an HVAC service provider to provide 24 hour service response.
5. Check for drafts and other areas of heat loss. Windows and doors that do not close tightly should be repaired to mitigate heat loss during these extreme weather conditions. Apply removable window caulk to temporarily seal window drafts. Keep light bulbs turned on near pipes and plumbing fixtures. The small amount of heat emitted from the light bulb can keep these pipes and fixtures from freezing.
6. If frozen pipe bursts or there is other water loss – **turn off the main water supply and immediately contact a plumber or mechanical contractor**, then contact Catholic Mutual Group.

Sincerely,

Alex Hagan

**A. Alex Hagan** *Claims/Risk Manager*

2401 Lake Park Drive  
Smyrna, GA 30080-8862  
(404) 920-7375  
Facsimile (404) 920-7376  
ahagan@catholicmutual.org