Weather-related maintenance log – parking lot, sidewalk and floor

Maintaining a clean, safe premise requires consistent effort when the weather is bad. Start each day by assessing unsafe conditions and taking immediate actions to address what you find — such as water or melting snow tracked inside or a build up of snow or ice outside.

Inside: Mopping the floors — particularly in high traffic areas, such as entryways and restrooms — is important and requires ongoing maintenance. Make sure "wet floor" signs are in place and clearly visible. Mats should be cleaned and replaced when worn, start to curl or become damaged.

Outside: Keep entry and walkways accessible and maintained from snow and ice buildup, closely monitoring for re-freeze and icy conditions. Apply appropriate snow/ice melt products for the conditions present. After application, closely watch the area for signs of refreezing, which could create additional issues. Review the contract you may have with a snow removal service to confirm who is responsible for the application of ice/snow melt products.

If accidents happen: Maintaining a clean and safe environment helps minimize the potential for slips and falls, but accidents can still happen despite the best efforts. Call 911 anytime medical attention is needed. If possible, it's a good idea to obtain names, addresses and phone numbers from those involved or who witnessed the incident, and take pictures of the area in question.

It's important to keep accurate records of weather-related maintenance. This document may help record periodic indoor and outdoor premises assessments and maintenance. Weather conditions may sometimes warrant more frequent assessments and maintenance.

DATE	TIME	ACTION TAKEN	INITIALS

UFG Insurance is the marketing name used to refer to United Fire & Casualty Company and its property and casualty subsidiaries and affiliates. This form, supplied by UFG Insurance, merely provides minimum guidelines to follow and may be utilized as a tool for fact-gathering purposes to assist in your investigation. The information requested above is not exhaustive and you should, at your own discretion, request any necessary additional information as the specific situation may warrant.

© 2025 United Fire & Casualty Company. All rights reserved.

Weather-related maintenance log – parking lot, sidewalk and floor

DATE	TIME	ACTION TAKEN	INITIALS

UFG Insurance is the marketing name used to refer to United Fire & Casualty Company and its property and casualty subsidiaries and affiliates. This form, supplied by UFG Insurance, merely provides minimum guidelines to follow and may be utilized as a tool for fact-gathering purposes to assist in your investigation. The information requested above is not exhaustive and you should, at your own discretion, request any necessary additional information as the specific situation may warrant.

© 2025 United Fire & Casualty Company. All rights reserved.