**Snow/Ice Removal:**

It is the policy of Physical Plant to strive and maintain high standards of safety on campus at all times. This is particularly true during the winter season when ice and snow is prevalent. When the college is open, campus walkways shall be kept free of ice and snow and maintained in a safe condition throughout the scheduled day. Snow and ice removal, when required, shall begin in time to assure that main walkways are clear and safe by the scheduled start of classes and/or business day.

Priority for snow and ice removal shall be:

1. Primary campus walkways
2. Campus access roads
3. Parking lots

The Physical Plant will be responsible for managing snow and ice removal. Snow and ice removal will be conducted by a combination of college staff and outside contractors. Services of outside contractors will be determined by the Director of Physical Plant. The College’s snow and ice response is set into motion by the Heating plant after notification to the Manager of Custodial/Grounds Services and the Director of Physical Plant.

**Notification:**

During school hours, notification will be made directly to Physical Plant personnel. After regular school hours notification will be made by the Office of Custodial/Grounds Services. This office will be responsible for calling all maintenance and grounds personnel on the snow list to notify them of the initiation of the response plan. The Director of Physical Plant will be responsible for notifying outside contractors when needed. There will be a record kept of responses including status of response, whether response was made and at what time. The Director of Physical Plant will be informed of responses from personnel.

**Personnel Assignments:**

When snow and ice removal operations are required, physical plant personnel will be coordinated by the Manager of Custodial/Grounds Services and or the Grounds supervisor. Personnel should report to the grounds shop after punching their time cards. At that time, assignments and equipment will be issued.

**Action Plan:**

During regular business hours, snow/ice removal will be implemented as needed. Snow and ice removal operations will proceed as follows:

1. Clear main walkways from parking lots to entrances and buildings.
2. Clear walkways connecting buildings.
3. Clear campus roads (outside contractors will be notified if needed).
4. Place ice melting compound on walkways as each area is cleared. Be sure that all handicapped access areas are clear and deiced.

5. Clear parking lots. The initial effort should be to clear pedestrian agress lanes leading to walkways. After pedestrian lanes are cleared, begin clearing overall parking areas.

6. Assure that all storm drain gates in roadways and parking areas are clear to facilitate drainage.

7. After initial snow/ice removal is complete, check area every hour until walkways are completely clear and dry.

Records:
The following information will be kept on record in a bound log book. The person responsible for coordinating the removal efforts (Manager of Custodial/Grounds Services) will also be responsible for entering this information for the campus.

1. A summary of campus conditions at the beginning of snow/ice removal response.

2. A summary of the official weather forecast for the next 24 hours. Include current temperature.

3. Identify personnel and equipment available during operation.

4. Record pertinent times:
   a. Time operation began
   b. Time that each specific area was cleared
   c. Whether or not melting compound was applied
   d. Time the operation was complete
   e. Other information as deemed necessary

5. Inspect walkways and parking areas during the day and record observations.

Identify and record any problems during snow removal.