

 PHYSICAL PLANT SERVICES STANDARD OPERATING PROCEDURES MANUAL	Subject: Snow Removal	Policy #: 1002	Page: 1 of 4 Attachments
	Category: Building & Grounds	Approved By: Derek Parker, GM	
	Effective Date: Feb 23, 2015	Replaces: Dec. 2004	

Purpose

To define responsibilities and establish procedures for removal of snow vital for access to and egress from Acadia University campus grounds.

Discussion

It is understood that all hard surfaces will be cleaned of snow in such a manner as to allow safe, orderly movement of vehicular and pedestrian traffic. This responsibility shall include plowing of all drifting snow due to high winds in accordance with the priority list. In all cases Environmental Services which is made up of Acadia University Grounds Department, in conjunction with the Custodial Department, is responsible for the overall clearing of snow and ice from all pedestrian entrances and walkways according to a priority list. Salting shall begin after plowing or when hazardous conditions exist. Questions or concerns regarding snow/ice control should be routed to Physical Plant Services extension 1444. Contact Security at extension 1103 after 4:30 pm weekdays and week-ends/holidays.

During winter months two shifts are provided to cover snow removal requirements. Early shift from 6:00 a.m. to 2:00 p.m. and evening shift from 2:00 p.m. to 10:00 p.m. Manpower and schedules will be adjusted to address heavy snowfall conditions.

All pertinent snow removal equipment, salt, and ice melt ready for service by the end of November of each year or earlier if weather dictates.

PROCEDURES FOR NORMAL SNOWFALL IN ORDER OF PRIORITY

NORMAL SNOWFALL (5 to 10 cm) – Snow removal crew to start at 6:00 am

1. Fire lanes (gates), Fire Hydrants, Fire Exits and Sprinkler Connections to be cleared. (see attached Map)
2. Handicap routes to be cleared.
3. Building entrances/steps shoveled and ice-melt applied as necessary.
4. Parking lots
5. Roads and walkways.
6. Salting all areas as needed.

PROCEDURES FOR HEAVY SNOWFALL IN ORDER OF PRIORITY - Snow removal crew to start shift earlier than 6:00 am (at discretion of Foreperson and Manager).

1. Fire lanes (gates), Fire Hydrants, Fire Exits and Sprinkler Connections to be cleared. (see attached Map)
2. Handicap routes to be cleared.
3. Building entrances/steps shoveled and ice-melt applied as necessary
4. Main Gym parking lot for staff by 8:00 am (Faculty and Staff to park at gym to allow remainder of parking lots to stay clear of vehicles until plowed. Physical Plant undertakes to clear the general parking area at the Gymnasium/Arena as the first priority in parking lot snow removal following any major snow storm. **See note below.**
5. Main walkways cleared to accommodate main routes
6. Remainder of parking lots, roadways, and walkways cleared after items 1, 2, 3, 4 & 5 have been completed.
7. Salting all areas as needed.
8. Ice-Melt as needed when very cold and icy.

NOTE: In the event that any other parking area is inaccessible following a storm and the subsequent accumulation of snow, all decal holders are requested to park at the gymnasium lot in the short term, until these lots can be cleared.

PROCEDURES FOR EMERGENCY WINTER CONDITIONS / CIRCUMSTANCES IN ORDER OF PRIORITY

Mechanical Breakdown

Provision will be made each year for back up equipment for snow clearing and removal from external contractors.

Flooding /Ice /or Extreme Cold Weather

1. Storm drains are to be kept clear and water directed to drains.
2. During icy and cold conditions, apply salt to areas as early as possible in morning before staff arrives.
3. Add -25 degree ice-melt to road salt during extreme cold conditions.

Manpower Shortage

1. All available Grounds staff called in to work as early as possible.
2. Call in all available Custodial Staff and T&M Staff as needed.

Procedure

1. **FIRE LANES (Gates), FIRE HYDRANTS, FIRE EXITS AND SPRINKLER CONNECTIONS**
2. **ALL HANDICAP AREAS AND ROUTES**
3. **BUILDING ENTRANCES AND STEPS**
4. **PARKING LOTS**
5. **ROADS AND WALKWAYS**

**PHYSICAL PLANT EMPLOYEES
FIRE HYDRANTS SHOVELED OUT**

1. West of SUB (2)	2. Chipman House Hill (1)
3. Arena West Side (2)	4. University Hall East Circle (1)
5. Denton West Side (1)	6. Crowell Drive South Side (1)
7. Vaughan Library North Side (1)	8. Cutten West Side (1)
9. Tower South Road (1)	10. Roy Jodrey Hall (1)
11. Festival Theatre (1)	

**PHYSICAL PLANT EMPLOYEES
OUTSIDE - SPRINKLER ALARM SYSTEMS ON CAMPUS**

1. Sub	2. Huggins
3. University Hall	4. Fountain Commons
5. Arena	6. B.A.C.
7. Chipman	8. Eaton
9. Whitman	10. Seminary
11. Rhodes	12. War Memorial
13. Elliott	14. Denton
15. Willett	16. Shop
17. Chase	18. Cutten
19. Emmerson	20. Carnegie
21. Horton	22. Patterson Hall
23. Clark Commons	24. Roy Jodrey Hall

HANDICAPPED AREAS PLOWED

As per attached Map – Campus Parking Map.

HANDICAPPED WALKS

Various locations as per request each year by client. (To be attached each year)

Responsibility

All Managers are responsible for implementing the procedures that ensure the snow plowing is done according to policy.