

# SNOW & ICE REMOVAL PLAN



## FACILITIES MANAGEMENT LANDSCAPING & GROUNDS

OCTOBER, 2020

## TABLE OF CONTENTS

Mission, Implementation, Manager Definition, Weather Forecasting	3
Snowstorm Monitoring, Communications, Inquiries, Boundaries, Priority routes	4-5
Procedures, Accessibility, Contractors, Special Events	6
Chemical Ice Removal, Staffing, and Equipment	6-8
Annual Preparations	9
Manager Procedures	10-11
Snow Crew Expectations	12
Pre-storm	13
During Storm	13
Post Storm	14

## MISSION

During the winter season, Facilities Management is responsible for coordinating snow and ice removal from campus building entries, pedestrian walkways, parking lots, service drives, and loading docks. Our primary emphasis is to maintain as safe a walking surface as possible.

All possible efforts are made to remove snow and ice from campus walkways and parking lots prior to the start of classes and to keep them clear throughout the duration of a storm event. However, resources are limited so we ask everyone to exercise caution and take personal responsibility for their safety during inclement weather. If you encounter a hazardous area please contact Facilities Management immediately at 970-351-2446.

## IMPLEMENTATION

This plan will be in effect during normal winter operations when weather conditions could cause accumulation of frost, sleet, ice/snow, or other occurrences on streets, walks, service drives, and parking lots on campus.

## DEFINITION OF MANAGER

When "Manager" is used in this policy, it is defined as the person who is on duty at the time directing snow/ice removal operations for the Department of Facilities Management. These individuals include Manager for Landscaping & Grounds, Manager of Environmental Health and Safety, and the Assistant Vice President of Facilities Management and or any other individual who may be assigned the responsibility of Manager.

## WEATHER FORECASTING

Weather forecasting is essential for good planning of snow and ice control operations and weather-related emergencies. An eff002 Tc 0.0c -h inntid cer7 (de M)7ant v6 (de)10 (nt)2 ( c)14li

#### MONITORING AND NOTIFICATION OF ICE AND SNOW ACTIVITY

The manager will monitor anticipated inclement weather and will notify via Team and email (Weather Distribution list) to all essential University personnel regarding event intensity and expected response and strategy to the expected storm.

#### COMMUNICATIONS

The Manager will notify all snow removal personnel and place them on "Alert Status". Based on the severity of the storm this may include private contractors for parking lot snow removal. Pre-Storm communications are sent to all essential personnel to notify the course of action, expected storm arrival, and anticipated report time for snow personnel.

The Manager provides Storm Status Updates to the Manager of EHS and Assistant Vice President of Facilities Management. These updates ascertain actual conditions on campus and determine snow emergency declarations as needed.

Routine updates are provided to Essential Personnel throughout the duration of the storm and are dependent on snow intensity and duration.

#### COMMUNITY INQUIRIES

All issues concerning snow and ice control efforts will be routed to the Facilities Management Service Desk: 970-351-2446. After Normal office hours (8 am-5 pm) inquiries can be made by contacting the University Police Dispatch (970)-351-2245. The Manager will determine appropriate follow-up responses to all inquiries.

#### UNIVERSITY BOUNDARIES RESPONSIBILITY

The university is not responsible for snow or ice removal on City of Greeley streets, alleyways, bike lanes, or designated State Highways.

#### PRIORITIES FOR SNOW AND ICE CONTROL OPERATIONS

In order to make the most efficient use of available resources, the University will prioritize snow and ice control operations based on the following criteria:

## Orange

This is Priority One. (Critical) These indicate service drives, parking lots/lanes, sidewalks, and loading or service docks that need to be open for the university to carry out its mission and for students staff, and faculty to have minimal access to university facilities. Orange designated areas are very specific and do not include all sidewalks and drives that are used by the university community. We strongly recommend and encourage the community that during the storm that all users utilize the cleared Orange priority designated walks, drives, and parking areas first.

## Green

This is Priority Two. (Necessary) As storm intensity and accumulation rates diminish, Snow removal operators will proceed to the Level Green walks, drives, and parking lots. Green designated areas indicate the next level of service and accessibility to university facilities that are necessary to provide safer access and increased mobility for the university community.

## Blue

This is Priority Three (Beneficial). Once Green level areas are cleared of snow and ice, then Level Three blue designated areas will be cleared. These areas provide increased accessibility to facilities and mobility to the community. Once these areas are cleared the university has completed its snow removal mission.

Please See attached Snow Priority Maps.

## SNOW /ICE CONTROL PROCEDURES

The depth, rate of fall, and timing of snow accumulations, weather forecasts, and traffic volumes will normally dictate when snow removal operations will begin. Reasonable efforts will be made to keep accumulation on the pavement surfaces at safe, navigable levels. If weather forecasts indicate a significant increase in pavement temperatures during or after the storm event, the Manager will have discretion regarding snow removal and or deicer (Ice-Slicer) applications. If forecasts indicate that the snow/ice will dissipate in a time period deemed reasonable by the Manager, applicable procedures will be implemented and may include time allowances for the melting of trace amounts of snow

## MOBILIZATION OF CONTRACTORS

It is at the discretion of the Manager to determine the need for



Utility Vehicles mounted with snowplow blades and equipped with rear-mounted Ice Melter chemical applicators.

These lightweight units are utilized to remove snow off the Two Synthetic sports fields, Nottingham Football field and the Running track as well as campus sidewalks.

Bison Tractor front mount snow blower  
Utilized with very deep drifting conditions

John Deere snow blower  
interchanged from Sweepster Brooms as needed

John Deere snow blades  
Interchange from brooms when conditions warrant

Bobcat Skidsteer 733  
Used to move snow from loading docks, dumpster enclosures or to assist in snow hauling efforts and snow pile removals. Also used to clear intersections.

207 Kubota Tractor/ bucket loader :  
Used to clear dumpster enclosures. and snow pile removal, Clear deep snow-covered walks, and service drives.

Hand-operated equipment

Includes various gas-powered snow blowers, hand shovels, ice chippers, etc.



Secure purchase of additional 16ea Supersaks to be stored at Parsons Garage and 8ea Supersaks to be stored in cold Storage Facility.  
Deadline by Nov 01.

Monitor stockpiles and reserves and replenish supplies as needed.

#### Sander and Plow Installation & Test

Install sanders and snowplows on trucks and check wiring and operation of sanders/plows and perform necessary repairs and Preventative maintenance.  
Dismount sanders and plows afterward until first snow.  
Deadline Oct 24.

#### Purchase and install curb markers

To delineate curb boundaries in parking lots  
Deadline: Nov 1

#### Prepare mounting of Ice melt spreaders

For Utility vehicles and broom mounted mowers check mounting and wiring for proper operation and flow of material through hoppers.  
Deadline: Nov 14

#### Equipment Winterization

Operators are responsible for winterizing equipment, ie., installing carpet, insulation, etc. before cold weather arrives.

#### Pre-Season Preparations Deadline, Oct 15

- o Review & Update Snow removal Expectations/Responsibilities
- o Review and update Personnel Assignments
- o Review and Update Call tree. Verify personnel/phone numbers
- o Determine Athletic Team Game Schedules: Wrestling, Basketball, Softball, Soccer, Baseball
- o Verify "First call" with equipment rental companies for emergency snow removal equipment
- o Install Curb markers in parking lots to delineate parking lot curb boundaries. Place in locations of likely curb damage. Nov 1

## MANAGER PROCEDURES

### Pre-Storm

- x Check the weather forecast regularly monitoring expected snow arrival and accumulation rates
- x Determine if 3 am-11 am shift is required

Typical storm (1- 3 inches)

- o Notify key personnel of eminent storm events. Provide details regarding shift work, use of ice slicer, timing, etc.
- o Snow Removal Outlook Distribution list

Heavy snow of 4 inches or more

- o Contact Snow contractor for parking lots schedule for the following evening after vehicles have left lots.
- o Utilize Priority listing provided.
- o Heavy snows that hinder Grounds equipment (typically 8 inches or more) Contact equipment rental companies for rental equipment: Backhoe and bobcat and arrange delivery prior to snowfall

During the Storm

Monitor forecast

Safety vest reminders for hand shoveling

Special Considerations:

Monitor special events and activities

Theatre performances

Centennial Hall Events

UC/Campus Commons activities

Athletic Events

Food deliveries at UC, Holmes, and TK (Tuesday, Thursday,

Saturday at 4:30 am) Critical for University Closure situations

Check Service desk every hour regarding calls, complaints, etc.

Progress inspections.

o

Equipment re-assignments if necessary.

Periodic notes on accumulation, equipment issues, note times, wind speed, drifting, etc. throughout the storm. Journal entries every 2 hours or more.

Equipment break-downs and duration of downtime. (time and duration)

Note all conversations/discussions with Police& regarding snow as well as emails.

## Post Storm

Campus inspection

Black Ice

Ice slicer/chemical Ice melt

Barricade off dangerous ice conditions with cones and /or caution tape.

Check loading docks, trash enclosures

Steps, ramps, disabled parking spaces

10 and 11<sup>th</sup> P(t)-8 (h)owa

Snow shift Hours : In general, snow removal shift begins at 3:00 am, and staff is expected to work through the day until 11:00 am. Lunch 11 am-12noon. 12noon -4pm shift start, and the end will be dependent on each snow storm situation. Some operators may be dismissed earlier to return to provide snow removal services for evening events or performances.

#### DURING THE STORM

Orange Priority: During the onset and peak of a significant storm (4- inches and greater), only these walks, services drives, and parking lots should be cleared. Efforts should be made only to keep these areas clear of snow and ice. Initial efforts should not be on Green or Blue designated areas.

In major snow, it is more important to focus on clearing and keeping the main arteries (Orange) clear, rather than



REV: 10.22.20