Crew Procedures for Snow Removal and Ice Control for Building Entrances

Following is the procedure to help reduce the problems related to snow removal and ice control.

Grounds Department:

1. Grounds will sweep the sand from the entrances when the pavement is clear and the weather is good.
2. The trucks will stay 20 feet out from the entrances when sanding.
3. Grounds will use turkey grit (sand when absolutely necessary will be dry) on the first 20 feet outside of the entrances.
4. Supervisors will monitor entrances to determine safety concerns and assign appropriate measurements to control the amount necessary to maintain safety yet not creating an excessive degree of indoor maintenance problems.

Custodial Department:

1. When snow is falling during the afternoon shift (from 2:00 p.m. on) custodians will shovel the snow at the entrances.
2. During snow falls and when there is an icy condition during the afternoon shift (from 2:00 p.m. on) custodians will check entrances in their area. They will keep a deicer in a closet close to the entrance, and they will apply deicer when deemed necessary and/or when trouble calls come in.
3. Supervisors will facilitate this process by a) determining where the deicer should be kept, b) assigning responsibility for the entrances, and c) providing the necessary materials and equipment to perform these tasks.