

## **Building Services Snow Removal Policy and Procedures**

The Building Services Department is responsible for the removal of snow from all college roads and sidewalks on our campuses. A snow removal log has been established for each campus to ensure proper record keeping of snow removal practices for liability purposes. This policy is not intended to be a step-by-step guide, but a general outline of the procedures to be followed.

If there are any questions as to your responsibilities to the college for snow removal, please contact your immediate supervisor for clarification. At all times please keep communications clear with all maintenance staff and supervisors. At times areas may need to be minimally maintained, and this is acceptable by administration. Below is a list of procedures to follow in order to accomplish this policy:

***Roads and parking surfaces:*** The College has contracted services from outside vendors to remove snow from college roads and parking areas in Austin and Albert Lea. The contract may vary from year to year as the bid dictates.

The contract states: Snow removal will be done whenever there is an accumulation of one inch or more of snow on the roadways and parking surfaces. Snow removal will be done in such a manner that there will be no loss of parking or blockage of sidewalks or steps.

All parking lots and roads must be cleared by 7:00 am each morning due to traffic congestion and safety concerns with clients. Piles of snow should not interfere with the visibility at entrances, exits or intersections of the college. A close working relationship with the Building Services staff must be maintained as weather conditions most times are unpredictable.

***Sidewalks and entrances:*** If weather so dictates:

- *Priority 1 - snow removal from college sidewalks and entrances.*  
The college maintenance staff is to initiate snow removal from entrances and sidewalks as soon as their assigned shift begins, this will be established by their immediate supervisor.
  
- *Priority 2 - the sidewalks are to be blown of snow followed by the power broom to remove as much snow and ice as possible.*

- *Priority 3 - apply sand and salt to ice areas on sidewalks and parking lots.*  
After safe entrance is achieved, the staff will open all primary and secondary entrances or exits with shovels as deemed necessary. A clear path should be maintained for exit of the buildings in an emergency.
- *Priority 4 - Any new snow accumulation before the second shift goes home, will be handled by the shift personnel in accordance to their position descriptions.*
- The Saturday maintenance crew will handle snow removal of the primary the main entrances to the buildings or the entrances most often used on Saturdays. *Note: The second shift and Saturday personnel have the responsibility to operate power equipment, if needed, to achieve safe entrance to the college.*

***Severe weather closings:*** At times the college will be closed due to deteriorating weather conditions. When notice is given by college administration to close the college, the maintenance staff will:

- maintain exit of the site by plowing out the drives with college vehicles and continue until the college is cleared of staff and students.
- will secure operations by locking all entrances, etc.