

EWU Snow and Ice Removal Procedures

Authority & Responsibility

Maintenance and upkeep of the University's grounds is the responsibility of Facilities Services' Landscape Maintenance department. The Grounds and Heavy Equipment/Utility areas have the primary responsibility for maintaining the grounds as well as assuring that it remains safe for those who travel throughout the campus. The Director of Facilities Services dictates the procedures related to the general upkeep of the campus grounds and those guidelines related to removal of snow and ice during inclement periods.

Purpose

Because a workable system of mobilization during inclement periods is of prime importance the "Snow and Ice Removal Procedure" was developed. The procedure and its processes assure a viable plan for the removal of snow and ice from the University's campus. The emphasis, of this procedure, is on providing a safe working and travel environment for all individuals during winter/inclement periods. The procedures establish "general" guidelines and assign specific responsibilities, considering available resources, assuring an organized plan for maintaining University walkways, lots, service drives, stairways, building entrances, "Handicapped Accesses" and emergency facilities at an acceptable level.

The purpose of the procedures is to provide campus constituents with a safe environment during traditionally inclement months. The procedures require a cooperative effort on the part of Grounds, Heavy Equipment, Custodial Services, Residential Life, Maintenance and Operations departments, University Police and other University areas as well as City Maintenance staff. The objective is to minimize and prevent accidents, property damage, personal injury, and maintain access for the handicapped during treacherous winter conditions. The areas responsible for removal must have a reasonable amount of time to prepare the campus.

Procedures / Guidelines

The primary responsibility for snow and ice removal from state owned property remains with the Grounds and Heavy Equipment department, with major backup support provided by Custodial Services. Because City streets surround the University, the primary responsibility for snow and ice removal from these streets remains with the City Maintenance staff.

In the event that the Director of Facilities Services or the Vice President of Facilities and Planning considers emergency support necessary, the appropriate departmental supervisors will be contacted to make arrangements.

In the event of a snow or ice conditions require additional staff; support will be received from those individuals assigned to the Maintenance and Operations areas. Training for emergency support and the use of equipment will be the responsibility of the Grounds and Heavy Equipment personnel. Shop supervisors will designate individuals. In emergency call back situations the Director of Facilities Services will determine if it is necessary to require the presence of additional individuals.

The clearing of handicap ramps and curb cuts are a high priority; but are of no value unless the surrounding streets and walkways are passable. For this reason the streets and walkways are also considered a high priority.

1. Grounds and Heavy Equipment will be responsible for snow and ice removal from sidewalks, service drives, parking lots; as well as handicap ramps, curb cuts, and staircases that do not fall within that area assigned as the responsibility of Custodial Services.
2. Custodial Services is responsible for snow and ice removal from sidewalks, stairways, and ramps located within 16 feet of all building entrances.
3. The University Police will assist the Grounds department in the established evening; weekend and holiday recall procedure. Once the individual with notification responsibility determines a need, based on the guidelines; they will proceed as follows:
 - If by 2:30 am there has been a snowfall resulting in 2" inches and the accumulation continues, University Police will contact the Supervisor of Landscape Maintenance. If the Supervisor cannot be reached, University Police will follow the established recall list until someone is contacted. Upon contact it will be determined whether an early call up of all or part of the Grounds and Heavy Equipment and part time crew is necessary.
 - If a decision is made to initiate the recall procedure, the crew will be notified by University Police dispatch. The Grounds and Heavy Equipment personnel contacted will report to work at 3:30 am. Part time staff at 5:00 am.
 - In the event the staff comes in at 3:30 am and snow is still accumulating at 12:30 pm, a decision will be made by the Grounds Supervisor as to whether part or all of the department staff will be required to stay.
4. Removal priorities: Snow removal on sidewalks begins in the areas receiving the earliest traffic concentration i.e. dormitories, PUB, Showalter, JFK Library, and the Red Barn. Special and continued attention will be given to areas used for handicapped access. After the above areas have been adequately cleared, the personnel will concentrate on all academic areas. Parking lots are plowed in priority of earliest traffic concentrations also. The goal of the department will be to have the campus cleared and safe for pedestrian and vehicular traffic by 7:30 am. Widening of walks and service drives and lots as well as sanding will continue throughout the day. It is expected that those traveling about the campus will be conscious of the presence of equipment and considerate of the staff's removal efforts.
5. Emergency call back snow and ice removal during evenings, week-ends and holidays will be limited, primarily, to specific areas having special scheduled events. A check of all Residential Halls, JFK, PE Complex, URC, WSP and the PUB will be made by those called in during callbacks. There will not be a general area wide cleanup during the times listed above unless severe conditions dictate the need. During off -hours, Program Coordinators and Directors are responsible for notifying University Police should it become necessary to have snow and/or ice removed for special events and/or programs. The University Police will, in turn, notify the Landscape Maintenance Supervisor or Director of Facilities Services.
6. The clearing of Resident student parking lots requires special coordination and cooperation between the Grounds department, Campus Police, Parking Services, Residential Life, and students.
 - Prior to winter break Parking & Housing will issue a "Snow Emergency Notice" that reviews the regulations regarding parked cars and snow removal from those lots assigned as Residential

Hall and Apartment lots. The "Snow Emergency Notice" will also address the need for Hall Residents, who will be leaving their vehicles on campus during "Winter Break", to make certain that they are parked in the designated lot.

- The Grounds department will not be responsible for those cars left in Hall lots during the break period.
- The "Snow Emergency Notice" notice will be posted in all Residential Halls.
- Should conditions dictate total snow removal from Residential lots notification would be posted in all halls at least 12 hours before scheduled plowing.
- The plowing procedure will begin with the Landscape Maintenance department clearing an alternate space for the residents to park in prior to the time set for clearing of the hall lots.
- The Hall Residents will then be required to move their vehicles to the alternate space until the hall lots have been adequately cleared of snow.

The information provided in this document allows us to address all situations as they relate to snow removal and the safety of our university travelers.

Equipment Utilized for Snow Removal

Parking Lots

JD Loader 544 with angle blade

In Order of Priority,

1. P-10, Pub-Lot
2. P-11 The Newman Center
3. P-15, Isle-Lot
4. P-17, Indian Center
5. D St. Meter, Church Lot
6. P-6, Rasque Lot
7. Tawanka service drive
8. P-18 entries and Red Barn visitor police parking
9. Townhouse
10. Pavilion Circle Drive
11. P-12
12. New P-12 and drive
13. P-18
14. CES, Boneyard, Surbeck Services

Case Backhoe with swivel blade

In Order of Priority,

1. P-9 Phase Parking Lot
2. P-15 Hargreaves Parking Lot (president's house side)
3. Showalter service drives
4. P-1 Showalter Hall and the meters on F St.
5. P-1 Martin Hall and Sutton Hall Parking Lot
6. P-5 Reid School

7. P-7 Child Care and Music Parking Lot
8. P-AM Anna Maria Apartments
9. P-16 and Resident Lots
10. Surbeck (boneyard)
11. P-12
12. P-18, Red Barn Lot
13. Brewster Hall
14. Downtown Cheney Archives & Parking Storage (P-DH)

Dodge pickup with sander and swivel front blade

In Order of Priority

1. P-3 Parking Lot CEB
2. P-1 Visitors Center Lot
3. P-HH Holter House Lot
4. Archives Parking Lot
5. Washington State Crime Lab
6. North 10th Street Hill
7. P-13
8. P-16
9. Downtown Cheney Archives & Parking Storage (P-DH) and Brewster lots(P-DH)
10. Loop around Phase and old tennis courts
11. P-12

Ford F750 Dump Truck with Plow Blade

In order of priority

1. Start at Woodward lane and plow entire service drive past new P-12 to new entrance
2. Plow Recycle/Trucking area
3. First 2 rows of parking in P-12 on east side of lot for employees
4. Plow loop around old P-12 including south end and fire lane
5. Start plowing new P-12 starting with NE corner for employees then start on south end, working your way north, plowing west to east.
6. If time permits, plow old P-12 north and south leaving snow berms where the lot markers are, and remove berms the next day a.m.
7. If time permits, plow out entire bone yard area; including Surbeck, CES, Pole buildings, and the Grounds building.

Sidewalks, Ramps & Service Drives

Bobcat Cat 1 with swivel blade and/or snow blower with liquid de-ice sprayer

Bobcat Tool Cat 2 with swivel blade and/or snow blower with granular de-ice spreader

Bobcat Tool Cat 3 with swivel blade and/or snow blower with sander spreader

Honda ATV with blade and liquid de-ice sprayer for walkway at Pavilion and PEA, library ramps and other handicap entries

John Deere 3720 tractor with front blade and granular de-ice spreader

3- Walk behind Snow Blowers