

**FACILITIES PLANNING AND MANAGEMENT
SNOW REMOVAL PLAN
2009-2010 (Revision)**

GENERAL

The intent of this snow plan is to standardize and document the routine actions normally taken by Facilities Planning and Management to combat a winter snow or ice storm. Every storm is different, with different starting times, temperatures, precipitation rates, accumulations and durations. Each, therefore, requires a slightly different approach to controlling and removing snow and ice accumulations. This plan identifies the general FP&M staff resources, equipment resources, areas of responsibility and general strategies for managing any given storm.

Consistent with FP&M's goal to continually improve its work processes, we will routinely review the results of this plan and make revisions to improve the effectiveness of our snow and ice control efforts.

The presence of snow or ice on sidewalk, road, stair and parking surfaces inhibits the movement of students, faculty, staff, and visitors and presents a safety hazard. The control and removal of those snow or ice accumulations is the responsibility of FP&M, Residence Life and the Auxiliaries' Facilities Management operations, not just the FP&M grounds operation. With the exception of providing safe, adequate utilities on the day of a snow or ice storm, the control and removal of that storm's precipitation accumulation is the top priority of FP&M.

GOALS: The goal of the University of Wisconsin Whitewater's snow and ice control operation is to maintain adequate traction for pedestrians and vehicles properly equipped for winter conditions. This does not mean bare, dry pavement should be expected after each snowfall or ice storm.

Snow and ice storm control and removal efforts are focused toward making the campus accessible by 7:00am. Accessible means "one pass" by motorized snow and ice removal equipment or hand shovelers in the following areas:

- Roadways and service drives
- Walks
- Commuter lots
- Residence Hall lots (entrances and aisles only)
- Stairs and curb cuts

Due to FP&M's limited human, financial and equipment resources, it is not feasible to maintain 24 hour per day comprehensive motorized snow/ice removal throughout an extended storm. The focus, therefore, of this plan is to concentrate control and removal efforts for the 7:00am-10:00pm academic term weekday. Minimal services are provided after 3:00pm depending upon storm conditions, duration and operating hours already worked by the equipment operators. There will be a two-man team dedicated to campus snow removal between 5:00pm and 10:00pm. Service may also be adjusted for weekend, holiday and break periods.

During a storm, while precipitation is falling, motorized snow removal efforts will be geared toward providing accessible paths to, from and between parking lots and buildings. Clearing of building entrances, stairs and ramps will be ongoing as long as custodians for the particular building are present. The full maximum motorized clean-up effort will generally not begin until the storm's precipitation is over.

Salt or treated sand will be spread campus wide as necessary to provide additional safety and traction for vehicles and pedestrians.

UW-Whitewater Snow Emergency Policy

To coincide with the declaration of a snow emergency by the city of Whitewater, the UW-Whitewater Facilities Planning and Management will declare a **UWW snow emergency** to enable safe, timely, and efficient snow removal from campus parking lots. The University will notify several media sources and provide as much advance notice to students and personnel as possible. UW-W snow emergencies will appear on the home page of the UW-W website and will be announced on radio stations WCLO-AM 1230, WJVL-FM 99.9, WSLD-FM 104.5, WTMJ-AM 620 and WISN-AM 1130.

During a declared snow emergency, no cars will be allowed to remain in academic and commuter parking lots between the hours of 12:00am (midnight) to 7:00am the following morning. Academic and commuter parking lots are: Lots 1 (CA south,) 2 (CA north,) 3 (Prince and Starin,) 4 (Prairie Street east,) 7 (Visitor Center,) 11 (Williams Center,) 12 (Library,) 13 (Winther/Heide,) 14 (Upham,) 23 (Prairie Street west) and 15 (Health Center). Parking will be available during a declared snow emergency on a “first-come first-served” basis in lots 24 and 22.

There is no parking allowed on either weekdays or weekends in academic or commuter parking lots between the hours 2:00am to 5:00am from December 1st to April 1st. Any and all violators will be ticketed and possibly towed at the vehicle owner’s expense.

At FP&M’s discretion, snow removal operations will be temporarily suspended during severely adverse weather conditions to prevent personal injury and/or property damage to our campus and municipal resources.

1. **MOTORIZED EQUIPMENT DEPLOYMENT**

During snow storms (while precipitation is falling): Recognizing that a full campus-wide clean-up must follow, to conserve driver and equipment resources while precipitation is falling, the grounds crew will be called in to insure that the "one pass" on walks, roads and drives can be accomplished. The equipment used during storms will be dependent upon the snow accumulation and generally be as follows:

- **Accumulations less than 1"** - Motorized brooms for walks and the roadway plow/salter truck will be deployed. The remaining grounds crew members not driving brooms or the salter will be deployed as stair/curb cut shovelers.
- **Accumulations greater than 1"** - Plow trucks, tractors and loaders driven by the grounds staff, will be deployed. Shoveling will be accomplished by the designated grounds shovelers.

After snow storm (precipitation has stopped): The major primary clean-up effort will begin at this time. The equipment used after each storm will be dependent upon the snow accumulation and generally is as follows:

- **Accumulations less than 1"** - For accumulations less than 1", major clean-up deployment will be the same as for the accumulations less than 1" as stated above.
- **Accumulation greater than 1"** - For accumulations greater than 1", the entire grounds crew plus auxiliary drivers will be called in.

Ice storms: The designated grounds ice crew will be called in for sand and salt operations. Due to the difficulty of driving on ice, the ice crew members are generally Whitewater residents. Four members will drive salters: one for roads and lots and three for walks. When out-of-town crew members arrive, they will hand sand/salt stairs, ramps and curb cuts. **Equipment Assignments for less than 1" snows and a Crew List for ice storms are shown as Attachment 1.**

All motorized equipment has assigned routes. A list of equipment/vehicle assignments is attached. A route map is kept in each vehicle. A master route map is also available in the Grounds Shop. **An Operator Equipment/Vehicle Assignment list is shown as Attachment 2.**

For all storm conditions, it is the responsibility of all called operators to immediately contact the Grounds Shop if they are running late or cannot make it in.

2. CALL-IN

The Grounds Supervisor will monitor weather conditions during non-working hours and will call in the motorized equipment operators based upon the requirements of Section 1. Whenever possible, the decision to call in persons for early morning deployment will be made prior to 3:00pm the day before or at least by 9:00pm the evening before.

When equipment operators must be called after business hours, the Grounds Supervisor will notify all snow removal operators and shovelers.

Whenever a decision is made to start snow or ice removal activities in advance of the normal 7:00am shift start time or on weekends or holidays, University Police (473-0555) may be notified by the Grounds Supervisor of that start time and other relevant deployment details.

On weekends and holidays, the Custodial Shoveling Crew will be triggered by the Grounds Supervisor or a Custodial Supervisor. **A list of the snow Removal Crew and their work hours and cell phone numbers is shown as Attachment 3. A list of the Custodial Shoveling Crew is shown as Attachment 4.**

3. STAND-BY

At times, local conditions may prompt University Police to request off-hours sanding, salting or plowing to address roadway or walkway hazards. The grounds staff will only respond to plowing, sanding and/or salting calls from the University Police or a ranking campus administrator or supervisor. After normal 7:00am-4:30pm office hours, police officers are instructed to call FP&M at 262-472-1320 for automatic forwarding to the after-hours answering service who will notify appropriate staff.

When forecasts or storm conditions make hazardous pavement conditions likely, a member of the grounds crew may be placed on standby or on call to be available to respond to those calls. **A copy of the Snow Standby Form is shown as Attachment 5.**

If notified by the answering service that University Police has called regarding evening campus pavement conditions, it is expected that second shift personnel will check outdoor conditions and attempt to correct them within their limited available resources. If it is beyond their physical capabilities or requires large equipment, they should notify the Grounds Supervisor or standby grounds member, if one has been designated for the night. It is not the intent that second or third shift zone personnel provide thorough, expert walk and roadway snow and ice removal service throughout the night. Instead, they are to provide a night-time presence, eyes and ears for Grounds, and respond to any localized hazardous pavement conditions.

The scheduled overtime seniority list will be used to determine who will be placed on standby for a particular 16-hour night or 24-hour weekend and holiday period. The normal scheduled overtime contract rules will be followed for the assignment of standby. If a person refuses standby when offered, it will then be offered to next on the list. The standby person will receive 2 standby units for the 3:00pm-7:00am overnight period or up to 3 units for a weekend 7:00am-7:00am period.

When the Grounds Supervisor is unavailable due to absence, illness or vacation, a grounds crew member will be placed on standby to call in crew members for motorized equipment deployment as described in Section 1. The full resources of the on-campus staff are at that person's disposal while serving in this role.

4. HAND SHOVELING

Building custodians are expected to shovel, clear, sweep and salt all building entrances, stairs and handicapped ramps out to the motorized equipment route point. This includes the Observatory Deck, south Winther stairs, deck and ramp and the Alumni Center area stairs and ramp. Since the Observatory Deck is used after 6:00pm each day, evening zone employees will be responsible for keeping it clear.

Campus stairs, curb cuts and recycling center approaches and gates in academic zones, which are not serviceable by motorized routes, will be shoveled, cleared, swept or salted by the grounds crew.

All shovelers and zone employees must communicate their equipment maintenance problems to the Equipment Garage and/or Grounds Shop using green work request forms.

After the primary storm clean up is over, grounds will continue to monitor and maintain the exterior stairs, curb cuts, etc.

5. SECONDARY CLEAN-UP

Snow and ice control and removal efforts will generally continue throughout the 7:00am-3:00pm work day. The FP&M grounds team will provide coverage after 3:00pm as weather conditions warrant. Prior to parking their equipment after completion of their routes, all operators should check with the Grounds Supervisor to determine if they can provide assistance with other routes. Routes will be regularly inspected to insure satisfactory completion of snow and ice removal activities.

On days following the storm, the pushing back of snow piles to create additional snow storage will be performed with the bobcat, tractors, or loader, not light-duty plow trucks.

POST STORM SNOW REMOVAL TASKS:

- Handicap Parking Stalls
- Fire Hydrants and Emergency Phones
- Widening Curb Cuts
- Loading Docks, Ramps and Bus Stops
- Parking Meters
- Sidewalk Widening
- Parking Stalls
- Street Widening

6. TIME CONSTRAINTS

Due to time constraints, sections of parking lots 7, 11, 22 and 24 have been designated by the parking services director as lower priority lots (need not be cleaned by 7:00am) with the following exceptions: Lot 7: the driveway loop, spaces in the Southeast and East, and a small section in the Southwest corner; Lot 11: spaces facing south as well as all drives and drop off zones.

7. RESIDENCE HALL PARKING LOTS

Residence hall parking lots will be cleared of snow and ice when maneuvering within them becomes hazardous. This determination will be made by Parking Services and the Residence Life Department in consultation with Grounds. When that decision is made, usually 2-3 days after a major accumulation or series of accumulations, lots will be mass vacated by 1:00pm for early afternoon clean-up. The Parking and Residence Life units will notify occupants of the lots. Typically, east complex lots will be cleared one day and west lots the following day.

8. AUXILIARY OPERATIONS

Residence Life, University Center and Residential Dining maintain small removal crews to maintain the areas adjacent to their buildings. **Copies of their snow removal plans are shown as Attachment 6 (University Center) and Attachment 7 (Residence Life).**

9. EQUIPMENT CLEAN-UP AND STORAGE

Sand/salt spreaders should be emptied by their operators prior to being put away regardless of the next anticipated use. Trucks carrying sand ballast should also be emptied by their operators. Diesel powered equipment will be stored in a heated facility or be equipped with engine block heaters. Sanders will be stored under cover. All equipment should be washed off after the completion of all snow removal activities. The only exception would be the anticipated use of the equipment within the next 24-48 hours. Equipment clean-up will be assigned to grounds crew members based upon workload.

10. FP&M LOT CLEARING

Upon arrival, all FP&M snow removal personnel should park up against the dock in the General Services lot (Lot 21) to facilitate snow removal. Prior to starting their assigned routes, all necessary equipment will quickly gang clear the lot so personal vehicles can then be properly parked and the lot is clear for early morning maintenance staff arrivals. Final clean-up of the service truck compounds will be completed as part of the secondary campus clean-up after 7:00am.

Motor Pool fleet vehicles will be seasonally relocated to the west side of the east portion of Lot 21 to enable more efficient lot clearing and snow storage. The users of fleet vehicles leaving their personal vehicles overnight should also be instructed to park their vehicles along that west side.

11. ILLEGALLY PARKED VEHICLES

University Parking Regulations prohibit parking on any University street, including metered spaces, between the hours of 2:00am-6:00am from November 1 through March 31. The regulations further state that violation of this parking restriction will result in the issuance of a citation and towing of the vehicle at the owner's expense. It is hoped the University Police will ticket and tow all vehicles found in violation of this restriction prior to any snow/ice removal activities.

If vehicles are found illegally parked and in the way of plow equipment, notify Police Dispatch at (473-0555) to have the vehicles towed immediately.

12. COMPLAINT CALLS

All customer complaints should be directed to the FP&M office at 472-1320 and forwarded to the Grounds Supervisor. Complaints regarding building entrances, entrance stairs and handicapped entrances will be forwarded to Zone Supervisors for academic facilities or auxiliary staff for their facilities.