

OFFICE OF PROPERTIES AND FACILITIES Facilities Management Section

SNOW AND ICE REMOVAL

POLICY NUMBER: GSD-OPF-FMS-11	EFFECTIVE DATE: December 3, 2001	APPOINTING AUTHORITY APPROVAL: Facility Management Administrator
REVISED DATE: October 10, 2008	REFERENCES:	

- PURPOSE: To ensure the safety of our employees, customers, and the general public, with proper snow and ice removal procedures at the following GSD managed facilities: 246 N. High Street, 35 E. Chestnut Street, 25 S. Front Street, 4200 Surface Road, 1320 Arthur E. Adams Drive, and 358 Parkview.
- **II. POLICY:** It is the policy of GSD/Facilities Management to have appropriate snow and ice removal procedures in place to assure the safety of our employees, customers, and the general public.

III. PROCEDURES:

Equipment

Each GSD managed facilities shall have their own snow and ice removal equipment and materials. Equipment shall consists of:

snow blowers

shovels

salt spreaders

small tractors with snow blades or brushes

various hand tools

Surface Road only has 4-wheel drive pick up trucks with snow blades

and salt spreaders.

Personnel Winter Clothing

All personnel working on snow and ice removal detail shall be furnished cold weather gear by the State, which shall include safety shoes, rubber boots, pants, long-sleeve shirts, insulated coveralls with detachable hoods, and gloves. The employee shall furnish socks, underwear and any additional clothing.

Responsibilities

The GSD Security Command Center shall notify the appropriate Building Manager, or their designated lead person, of the need for snow and ice removal detail.

Notification shall be given when the snow depth is 1" or greater.

Notification shall be given anytime there are ice conditions on walkways.

Command Center office shall give notice per the appropriate DAS/GSD Security policy and procedures.

Notification shall be given early enough to allow the Building Manager to call his personnel in and have snow and ice removed sufficiently to provide safe entrance to the facility.

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The Building Manager shall be responsible for notifying his own snow and ice removal personnel.

Personnel shall be employees assigned to that facility.

Personnel shall be selected from a roster of those employees who agree to work the detail.

If sufficient employees do not volunteer to work, then employees will be mandated to work.

Overtime for snow & ice removal shall be assigned per the attached "Snow & Ice Removal Overtime Agreement" which shall be a part of this policy.

Upon arriving at their facility employees shall clock in as required to verify their start work time and then report to the designated lead person for work assignment. Snow and ice removal detail shall continue throughout the day in order to provide safe entrance and exit of the facility.

The detail shall end at the end of the work shift of the personnel using the facility or sooner if it is determined the detail is no longer needed.

Snow and ice removal detail shall not be required during custodial second shift.

Snow and Ice Removal Area

Snow and ice shall be removed from all public and private sidewalks around the perimeter of the building and leading into the building.

Snow and ice should be removed from State-owned parking garages, parking lots, drives, ramps and roadways as applicable to such facility.

Snow and ice shall not be removed from public streets, alleys, or roadways. These are the responsibility of the governmental agency owning those facilities. The only exception to this is at the Front Street and High Street Complexes. We have agreed as part of the Special Improvement District (SID) to keep crosswalks and storm sewer inlets adjacent to our sidewalks clear of ice and snow buildup. For crosswalks we will keep clear the width of the crosswalk for an approximate distance of three (3) feet from the back of curb into the street.

Reporting/Follow up

The Building Manager shall meet with his designated lead person to prepare a follow up report of snow and ice removal activities for the day.

The follow up report shall include:

Time employees were called in and released

Number of employees called in

Overtime hours

Amount of materials used

Any equipment problems

Any recommended adjustments to the work procedure or equipment used

Total labor and material costs