

**FACILITIES PLANNING AND MANAGEMENT (FP&M)**  
**SNOW REMOVAL PLAN**  
**2018-2019 (Revision)**

**GENERAL**

The intent of this snow plan is to standardize and document the routine actions normally taken by Facilities Planning and Management (FP&M) 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 FPM 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 walk, 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 all FP&M, Residence Life and the auxiliaries' facilities staff members, 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 accumulations is the top priority of all campus wide operations.

**GOALS: The goal of the University of WI-Whitewater's FP &M'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 towards 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 in academic zones and curb cuts throughout the campus

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 2:00pm depending upon storm conditions, duration and operating hours already worked by the equipment operators. If staffing is available there may be a two person 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 can be geared towards 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, however, will generally not begin until the storm's precipitation is over. **Special Note:** All decisions made for snow and ice removal operations will be based on accu-weather forecasts for the 53190 area.

Salt, salt brine or treated sand may 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 Department may 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. UWW snow emergencies will appear on the home page of the UWW 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 5:00am** the following morning. Academic and commuter parking lots are: Lots 1 (CA south,) 2 (CA north,) 4 (Prairie Street east,) 7 (Visitor Center,) 9(Warhawk east),11 (Williams Center,) 12 and 12A (Library,University Center) 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 lot 24.

There is no parking on either weekdays, weekends or holidays in academic or commuter parking lots between the hours **2:00AM TO 5:00AM** from **November 1<sup>st</sup> to April 1<sup>st</sup>**. Any and all violators will be ticketed and possibly towed away at the vehicle owner’s expense.

At FP&M’s discretion, snow removal operations can be temporarily suspended during severely adverse weather conditions to prevent personal injury and/or property damage to our campus and municipal resources. FP&M’s snow removal staff reserves the right to provide safe operating conditions for parking lot and road plowing personnel. Based on operational needs, lots and roads may be barricaded from access during snow removal operations. During this process lot users must find alternative parking or road access until the barricades are removed. Special note: FP&M snow crews are not responsible for removing snow accumulated in front of, behind or next to parked vehicles. Vehicle owners are responsible for shoveling snow away from their vehicles.

## 1) **MOTORIZED EQUIPMENT DEPLOYMENT**

During snow storms (while precipitation is falling): Recognizing that a full campus-wide clean-up may follow, to conserve driver and equipment resources while precipitation is falling, the grounds crew may 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 will generally be as follows:

**Accumulations less than 1"** - Motorized brooms for walks and the roadway plow/salter truck may be deployed. The remaining grounds crew members not driving brooms or the salter will be deployed as stair/curb cut shovellers. Note: parking lots are not plowed with accumulations less than one inch.

**Accumulations greater than 1"** - Plow trucks, tractors and loaders driven by the grounds staff, may be deployed. Stair shoveling will be accomplished by the designated grounds shovellers.

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

**Accumulations less than 1"** - For accumulations less than 1", major clean-up deployment may be the same as for the accumulations less than 1" during above.

**Accumulation greater than 1"** - For accumulations greater than 1", the entire grounds crew plus auxiliary drivers may be called in.

**Ice storms:** The designated grounds ice crew may 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 may hand sand/salt stairs, ramps and curb cuts.

**Salting operation:** Salt spreaders are calibrated to drop the recommended salt rate per the manufactures specs in square ft. This will also depend on pavement/air temp & weather.

All motorized equipment has assigned routes. A route map is kept in each vehicle. A master route map is also available in the Grounds Shop.

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

## **SALT BRINE OPERATIONS/ SALT-SAND BARRELS**

When a forecast predicts a snow or ice event, it is the grounds snow team's intent to spread salt brine solution over heavily used traffic areas on roads, walks and parking lot lanes. The salt brine will be spread within 24 hours of the predicted snow or ice fall. The addition of brine to our campus will reduce snow and ice bonding and should provide a greater ability to plow heavily packed snow and ice. This added safety measure, we hope, will reduce the amount of salt needed for the bare pavement conditions that we strive for and reduce the negative impacts of sodium chloride to our landscapes and waterways. Salt/sand barrels are placed at several areas where conditions could be problematic for campus users and they will be placed at all academic zone stairways. These barrels/bins can be used by any citizen or police personnel when conditions warrant its use on university property.

### **1) 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 2:00p.m. the day before or at least by 7:00pm the evening before.

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

Whenever a decision is made to start snow or ice removal activities in advance of the normal 6:00am 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 assigned or designated Custodial Supervisor.

### **2) STAND-BY**

Local conditions may at times prompt University Police to request off-hours sanding/salting or plowing to address roadway or walk hazards. The grounds staff will only respond to plowing/sanding/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, several members or all of the grounds crew may be placed on standby or on call to be available to respond to those calls.

If notified by the answering service that University Police has called regarding evening campus pavement conditions, it is expected that second or third 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/ice removal service throughout the night. Instead, they are to provide a night-time presence, eyes/ears for Grounds, and response to localized hazardous pavement conditions.

The scheduled overtime seniority list will be used to determine who will be placed on stand-by for a particular

8/24 hour shift or 24/48 hour weekend/holiday period. The normal scheduled overtime contract rules will be followed for the assignment of stand-by. If a person refuses stand-by when offered, it will then be offered to next on the list. The stand-by persons will receive standby units for all hours identified by management.

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.

### **3) HANDSHOVELING**

Building custodians are expected to shovel, clear, sweep and/or salt all building entrances, stairs and handicapped ramps out to the motorized equipment route point. The route points end generally, between 25' to 30' from any building entry way or staircase. 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. Also please do not dump/throw snow on already cleared walks.

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 custodial staff.

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 in academic zones, curb cuts, etc.

### **4) SECONDARY CLEAN-UP**

Snow and ice control and removal efforts will generally continue throughout the 6:00am-2:00pm work day. The FP&M grounds team will provide coverage if staffing is available 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 using bobcats, tractors, loaders and snow throwers.

### **5) TIME CONSTRAINTS**

Due to time constraints, sections of parking lot 24 and dorm lots have been designated by the parking services director as lower priority lots (need not be cleaned by 7:00am).

### **6) 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 Uw-w Police/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 10:00am for late morning and 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.

### **7) AUXILIARY OPERATIONS**

Housing, University Center and Residential Dining maintain snow removal crews to maintain the areas adjacent to their buildings to a distance between 25' and 30' from doorways, ramps or stairs as well as the interior and exterior of dumpster pen complexes. Also please do not dump/throw snow on already cleared walks

### **8) 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 12 hours. Equipment clean-up will be assigned to the person who used that piece of equipment.

#### **9) 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.

#### **10) ILLEGALLY PARKED VEHICLES**

University Parking Regulations prohibit parking on any University street, including metered spaces, between the hours of **2:00am-5:00am** from **November 1 through April 1**. 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 or 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.

#### **11) 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 and housing staff for their facilities.