
CAMPUS SNOW/ICE REMOVAL PLAN (2016/17)

Objective

The objective of the Facility Services Campus Snow Removal Standard Operating Procedure is to reduce snow and ice hazards on sidewalks, steps, accessible ramps and parking lots for the safety of our campus community.

Procedure

The objective stated above will be achieved by the implementation and execution of procedures and tasks outlined in the Snow Removal and Ice Control plan. Due to the many variable weather conditions, every storm and/or weather conditions may require a slightly different effort and/or emphasis on any number of snow maintenance tasks, which together, determine the overall winter maintenance snow removal or ice control strategy.

Level of Service

It is the goal of the grounds team to provide safe access during the winter months for pedestrian traffic and vehicle traffic. The department will strive to achieve safe and accessible roadways, walkways, building steps, accessible ramps and parking lots on campus. All operational decisions regarding the pre-salting the scheduling of equipment operators and private contractors shall be based upon this goal. The Department will conduct removal operations throughout snow storms to keep priority accesses open for vehicles and pedestrian traffic.

It is our policy to begin the on-call snow removal operations process upon the accumulation of 1.27 cm or .5 inch of snowfall or at the direction of security as noted within their Standard Operation Procedures for Sergeants.

Pre-treatment and ice control may be addressed in advance of a storm, during the actual storm as seen effective, and preceding the storm. It should be noted that clearlane or ice treatments have a much slower effect on melting snow and ice at temperatures below 20 degrees. Other options may be required to assist with these conditions. (i.e. sand)

Snow Management

Snow management involves staff and services from the following areas: Grounds, Custodial, Residence Custodial, Security, Parking and Logistics staff. After hours (4pm-6am weekdays, weekends and holidays), the Security Department monitors sidewalk, roads and parking lot conditions. Based on the weather conditions, Security initiates the snow removal call-in process after hours and on weekends.

After hours Snow Call in Procedure

The University is open seven days a week. The first priorities for snow removal and ice control are to ensure emergency access to the hospital and helipad is maintained, main campus roadways for emergency access, accessible parking spaces, bus routes are cleared, pedestrian walkways for residence and priority access routes areas addressed. Once priority areas are managed appropriately, heavily traveled pedestrian routes are cleared for areas on campus open after normal business hours.

- Libraries
- Student Center
- Boiler Room
- Security
- Museum of Art (weekends)

Equipment

The Snow Response Team utilizes all the assets of the department as needed to address snow emergencies. Equipment is maintained by our staff as well as our external service provider on a regular basis. Records of all equipment services performed are maintained and are available in the grounds department office. Snow equipment shall be operational November 1st. of every year.

Routes

The campus has been divided into various snow clearing routes that have been established amongst the Snow/Ice Response Team and feedback from various campus stakeholders i.e. Health and safety committees, PACBIC etc. These snow clearing routes consist of truck/plow routes, hand shoveling routes and sidewalk routes. Each member is responsible for a designated section of campus and all snow responses are documented and date/time stamped. Routes are maintained by each team member and coordinated by the Director responsible for snow removal operations or his/her designate.

Snow Response Team

The snow/ice response on campus requires the support of many areas within Facility Services department. Our Facility Services Grounds team removes snow and ice from our roads and sidewalks. Custodial teams and residence custodial remove snow and ice from our building entrances and accessible ramps leading to buildings. To support these areas during snow conditions and outside of normal working hours, a team of on-call Facility Services staff will be utilized. Contacting the team will be the responsibility of the Director of Custodial Services or his/her designate.

Contracts are retained to assist with snow clearing and ice control response on campus parking lots and other areas as requested. Communication with the contractor will be made by the Director responsible for Snow removal operations or his/her designate.

Execution

The SOP outlined above is intended to serve as the normal operating procedures for winter maintenance, snow removal and or ice control. One or more of the following conditions may affect the implementation of the SOP.

- Equipment breakdown
- Excessive snow accumulation
- Freezing rain or other icing conditions
- Personnel related issues (sickness, personal leave etc)
- excessive hours of work (max 16 hrs)

Snow Clearing Priorities on Campus (snow clearing by equipment)

First Priority

- Helipad-Landing area and route to/from Hospital
- Cootes Drive-bridge and on/off ramps
- Bus routes
- Accessible parking
- Accessible routes including curb cuts
- Underground parking garage ramp
- All other roads
- Heavily travelled pedestrian routes

Second Priority

- parking lots
- secondary traveled sidewalks
- Bus stops

Third Priority

- all other sidewalks

Snow Clearing Hand Routes

First Priority

- Outside steps (parking lot)
- east side of bridge (pedestrian route)
- Accessible parking access routes

Second Priority (within 24 hrs of snowfall)

- Fire hydrants
- Emergency phones

Snow Removal Call in Procedure

Facility Services

The Snow Team will respond to emergency snow/ice control requests from security within 1 hour. The staff member on call will be available during their on-call rotation. The director responsible for snow removal operations will be contacted by security as the same time. If there is a delay in response from the on-call staff member security will contact the director of custodial services.

When called in by Security, the following procedure will happen:

1. Answer call from Security.
2. Respond to request.
3. Report to Security upon arrival on campus.
4. Receive instructions and or assess conditions on campus.
5. Take necessary action to make improvements to campus conditions.
6. Assess and correct priority areas and plow/salt as necessary.
7. Call additional resources as required.
8. At completion of call-in shift check in with security.
9. At completion of shift, equipment will be prepared for future use.
10. Document your activities using the snow log.

External Service Provider

External service contractors will provide labor, equipment and materials to remove snow/ice from parking lots, parking lot stairs, pedestrian access route out of parking lot as well as roads within parking lots as outlined in their terms and conditions of the snow contract. Snow clearing generally occurs in evening and/or nights to limit disruption during peak campus hours.

The Following procedure is to be followed by outside contractors:

Director of Custodial or his/her designate will communicate with the contractor.

1. Receive instructions on priorities of zones to be cleared.
2. Upon arrival on campus contractor will contact security and let them know that they are on campus and ready to clear snow from parking lot.
3. Each contractors vehicle will have transponders for each vehicle assigned to clear parking lots.
4. Co-ordinate activities with grounds staff to clear snow.
5. When contractor has completed their clearing all parking lots and parking lot access paths they will let security know that they have finished.
6. Security to notify Director or designate of any problems during the shift.

Snow Clearing Responsibilities

Call-In Priorities

The following Priorities are areas Treated for Snow/ice Conditions:

1. Bridge over Cootes drive
2. Cootes Drive on/off ramps
3. Main street entrance to Sterling St.

4. Southwest corner of College crescent
5. South of T13 Prelim Laboratory from University Avenue to Hospital entrance
6. Sterling street entrance to Stern Drive curve
7. Stearn drive from Arts to McKay Hall
8. Accessible Parking Spaces

Hand Shoveling on Campus

The following Priorities are areas Treated for Snow/ice Conditions:

1. Steps in Zone M and P parking lots as well as ADL stairs
2. Cootes bridge
3. Steps at Campus Service Building
4. Steps in Zone 4 parking lots
5. Steps SE of Bates Residence
6. Steps N of Moulton and Wallingford Hall
7. Steps N of refectory
8. Sidewalk between Les Prince Field
9. Shuttle bus Kiosks
10. Bus stops
11. Accessible curb cuts
12. Check that fire hydrants are clear

Backhoe Responsibilities for Loading Docks

Clear loading docks in the order:

1. #35 Woodstock hall
2. #28 Commons
3. #8 Alumni Memorial Hall
4. #23 Chester New Hall
5. #38 KTH
6. #51 Student Center
7. #10 Mills Library
8. #21 Wentworth House/Daycare Center
9. #39 Life Science
10. #37 Animal Quarter/MUMC
11. #4 Refectory
12. #11 Burkes Sciences
13. #16 John Hodgins Engineering
14. #34 Psychology
15. #52 MDCL
16. #74 Wilson Bldg

Campus Snow Removal Contact Information

Carlos Figueira (figueira@mcmaster.ca)
905-525-9140 ext 24740

McMaster Hospital

Hospital entrances and all access routes around the hospital and leading to the hospital are not part of the University Snow response plan.

Ron Joyce Center

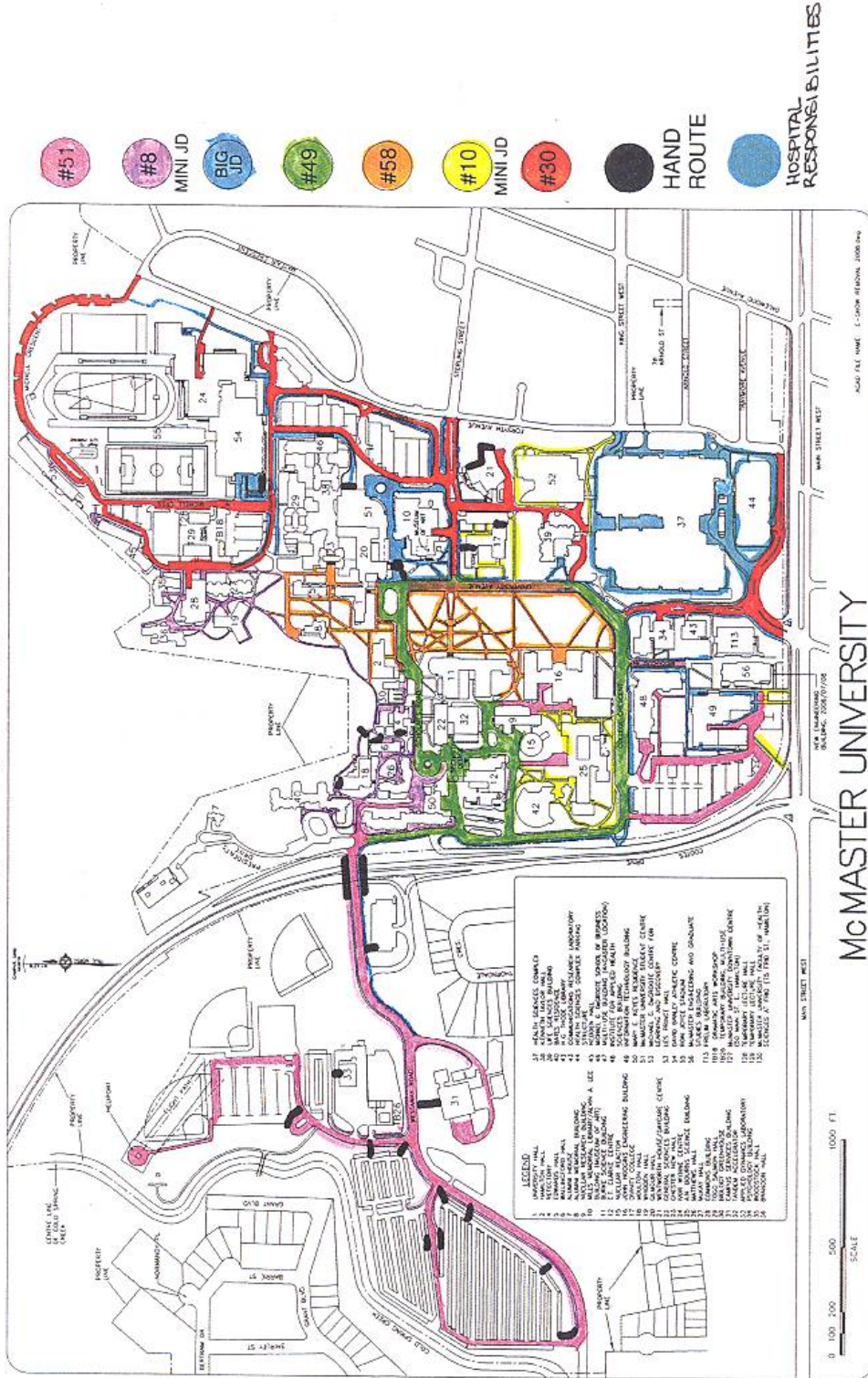
Our building service contractor (Black and MacDonald) has the responsibility to hire and monitor snow removal activities at the RJC. The snow contractor will provide all the necessary labour, equipment and ice melt product as outlined in their contract with Black and MacDonald. The service agreement scope is mirrored to the main campus and the expectations of service delivery are equal.

Ron Joyce Center (Burlington)

Linda Desantis
Ldesantis@blackandmcdonald.com

Contractor: Clintar

SNOW REMOVAL SCHEDULE



McMaster University Grounds Department
Snow Clearing Log



Date: _____ Equipment Type: _____ Location: _____ Notes: _____	Driver: _____ Time: _____
Date: _____ Equipment Type: _____ Location: _____ Notes: _____	Driver: _____ Time: _____
Date: _____ Equipment Type: _____ Location: _____ Notes: _____	Driver: _____ Time: _____