OPERATION SNOWFALL

SAINT LOUIS UNIVERSITY

2012/2013

Jeff Macko
Director of Grounds and Custodial Services
20 Dec 12
**PROPOSAL**

To establish policies, procedures and responsibilities for removal of snow or ice on Saint Louis University Campuses.

**PROCEDURE**

1. When there is an accumulation of snow or ice, the Facilities Management roundsman will be responsible for contacting the Director of Grounds and Custodial Services, or, in his absence, the on call Grounds Supervisor. If the on call Grounds Supervisor (known as Supervisor) cannot be reached, the roundsman will contact Public Safety (977-3000), who will contact the Associate-Vice President of Service Operations.

2. When the Director of Grounds and Custodial Services is notified, he or his designee will be responsible for contacting snow removal personnel. The Public Safety dispatcher will be notified of what time snow removal will start.

3. The Director of Grounds and Custodial Services (know as Director) will notify the Associate-Vice President of Service Operations.

**PRIORITIES for SAINT LOUIS UNIVERSITY CAMPUS**

A. Main walks and steps  
B. Parking areas according to schedule enclosed  
C. Handicapped spaces  
D. Shuttle stops  
E. Emergency fire exits

**SNOW REMOVAL PHASES**

**Phase I-Initiating Operation Snowfall**

The Director will decide on which plan of action to take. Snow removal personnel on the campus during their scheduled shift, with the beginning of snow or ice, will contact their immediate supervisor. If snowfall is anticipated to begin after their scheduled shift ends, snow removal personnel will contact the Department of Public Safety 977-3000 after 10:00 PM to receive start time for snow removal. During Operation Snowfall, all Grounds/Distribution Services workers will be under the direction of the Grounds Supervisor, or in his absence, the Director.

All Grounds and Distribution workers are considered Emergency Essential Employees. Employees failing to report for Emergency Snow removal will be subject to corrective counseling.

**Phase II- Implementing the Priorities**

Employees will collect their necessary equipment and proceed directly to their assigned areas of responsibility. The first priority will be the main walks and steps. The walks serving the most heavily used buildings in their area should be cleaned first, such as DuBourg Hall, Busch Center, Griesedieck Hall, and the Medical School. During the initial walk-cleaning process, if the snow is falling, snow removal will consist of only cleaning maintainable paths. In most cases, this means one width of the plow blade. The entire walk can be cleaned later, as time allows.
This process will also apply to parking areas, according to the enclosed schedule. Main drive areas shall be cleared by pushing the snow to the sides and centers of the lots. Truck drivers are responsible for cleaning handicapped spots and paths required by handicapped persons and their assigned parking lots. Piles will be pushed to the downhill side whenever possible, as snow piled on the uphill side of a walk will melt and cause slick spots when it refreezes.

The Director has discretion to modify this schedule as needed based upon weather conditions.

**Phase III- Reassignment and Extending Clearances**

When the walks and parking areas in employee’s assigned area have been made passable, they are to report to the Supervisor or in his absence, the Director, for assignment to the areas not yet cleaned.

**Phase IV-De-icers on Walks and Parking Areas**

De-icers shall be applied only at the direction of the Director or his designee. De-icers may be applied after areas have been cleaned and additional light snow has fallen. If snow is still falling heavily or the temperature is too cold, the Director may delay the application of de-icers.

When applying de-icers, it should be done carefully so as not to spread it too heavily in spots. This may tend to cause the cement walks to crack. Salt should not be applied on any new concrete. In place of salt, approved de-icers will be applied at the direction of the Director.

**Snow Removal Conditions:**

**Condition 1- Light icing or patching snow; hazardous slick spots.**

Search areas of responsibility for conditions and remove by sweeping, shoveling, or by applying de-icers as directed. **Steps and ramps are priority.**

**Condition 2-Heavy icing; covered walks and streets up to 2 inches.**

Apply de-icers immediately. On walkways, use approved de-icers. **Steps and ramps are priority.** Spread salt and sand, as directed on parking lots.

**Condition 3 -Light snow, covered walks and streets up to 2 inches.**

During the initial walk-cleaning process, as snow is falling, snow removal will consist of cleaning only maintainable paths. In most cases, this means one width of the plow blade. The entire walk can be cleaned later, as time allows. If the snow is light and icy conditions prevail, de-icers may be used, rather than shoveling or plowing. The Director or his designee will determine this. The Director or his designee will make the decision whether to call in an outside contractor for plowing of parking lots.

**Condition 4-Medium-to-heavy snow; covered walks and streets over 2 inches.**

With snow over 2 inches deep; an outside contractor will automatically start plowing parking lots. During the initial walk-cleaning process, if snow is falling, snow removal will consist of cleaning only maintainable paths. In most cases, this means one width of the plow blade. The entire walk can be cleaned later, as time allows. Snow should be piled on the
downhill side of the walks as much as possible, to prevent thawing and refreezing problems. Piles will be eliminated as soon as time allows.

**Condition 5—Unmanageable snowfall.**

The Director will inform the Associate Vice President of Service Operations of this status. The Vice President—Facilities Services will send forth recommendations whether or not to close the University. They will initiate the appropriate procedures and communications. If school is closed during normal working hours, the concentration will be getting students, faculty, and staff out of the buildings and parking lots, or, to the residence halls.

**Responsibility for Cleaning Immediate Steps and Pathways**

It is the responsibility of the Custodial Services Department to apply de-icers and clear snow, as directed, from the entranceway of each building (other than residence halls), including the steps down to the city sidewalks. The Director or his designee will contact the Assistant Directors of Custodial Services when snow removal is needed.

**CAMPUS AREAS**

**North Campus Area 1—Central Core**

**Equipment:** L2250 Kubota tractor with blade, Tiger truck, push spreaders, snow shovels, ice scrapers, approved de-icer and brooms.

**Areas:** West of Grand from Laclede to Lindell; south of Lindell from Grand to Spring; central Mall, Quad, Simon Recreation Center, in and around Georgetown Lot, Walsh Plaza, Cook Hall South and West Walks; all walks leading to parking lots.

**Buildings** (in priority order):

1. Griesedieck complex
2. Simon Recreational Center
3. Pius Library
4. Cupples House
5. Des Peres
6. West Pine Gym
7. Cook Hall
8. Davis-Shaughnessy

**North Campus Area-2 East of Grand (south) Marchetti Towers**

**Equipment:** F-2560 with rubber blade, new green cushman, orange snow blower, approved de-icer, push spreaders, shovels, scrapers and brooms.

**Areas:** SLU property east of Grand (south side); area is bounded by West Pine to the north, Marchetti Towers to the south, Compton to the east and Grand to the west; all walks leading to buildings and parking lots.

**Buildings** (in priority order):

1. Busch Student Center
2. Ritter Hall
3. Shannon Hall
4. Monsanto Hall
5. Macelwane Hall
6. Marchetti Towers
7. Billiken Sports Complex
8. Laclede Park
North Campus Area 3-East of Grand (north)/Olive Garage

**Equipment:** B7100 Kubota tractor with blade, irrigation cushman, approved de-icer, push spreaders, shovels, scrapers and brooms.

**Areas:** SLU property east of Grand-north side; area is bounded by Lindell to the north, Compton to the east, Grand to the west and West Pine to the South; all walks leading to buildings and parking lots.

**Buildings** (in priority order):

1. Fitzgerald Hall 5. Litteken Hall
2. Tegeler Hall 6. Olive Garage
3. Oliver Hall 7. Bio-med (Triangle Park)

North Campus Area 4-Connelly/Vandeventer

**Equipment:** F-2400 with rubber blade, Club car, Golf cart, Green snow blower, approved de-icer; push spreaders, shovels, ice scrapers and brooms.

**Areas:** SLU property west clock tower; maintain a path from clock tower to Vandeventer, Lindell and Laclede Avenue; all walks leading to buildings and parking lots.

**Buildings** (in priority order)

1. Cartier Hall (3838) 7. O’Brien Hall
2. Village Apts. 8. Pruellage Hall
3. Fusz Hall 9. Marguerite Hall
4. Wuller Hall 10. De Mattias Hall
5. Xavier Hall 11. Wolf Hall

North Campus Area 5-Grand/Laclede/Reinert Hall

#8 Ford dump truck, approved de-icer, push spreaders, shovels, scrapers and brooms.

**Areas:** Maintain walks in front of parking garage and around Rec Center; from Laclede south on Grand to Forest Park; all of Reinert Hall and Grand Forest. All sidewalks leading to buildings and parking lots.

**Buildings** (in priority order):

NORTH CAMPUS AREA 6- Lindell Boulevard

**Equipment:** B-7100 Kubota tractor with blade, approved de-icer push spreaders, shovels and scrapers.

**Areas:** SLU property along Lindell from Grand to Vandeventer. Areas include all sidewalks leading to buildings and parking lots.

**Buildings** (in priority order):

1. DuBourg Hall          7. Bannister House
2. St. Francis Xavier College church  8. Brouster Hall
3. Verhagen Hall        9. SLUMA
4. Morrissey Hall      10. Law Clinic Annex
5. Queen’s Daughter Hall
6. Adorjan Hall

NORTH CAMPUS AREA 7- Parking Lots

Plowing-contracted services.

**Areas:** All parking lots including Grand Center Lots

NORTH CAMPUS AREA 8- Chaifetz Arena

Plowing - Grounds Services

**S.L.U.M.C. campus Area 1**

John Deere 4320 with plow, push spreaders, snow shovels, ice scrapers, brooms, and approved de-icer.

4 person crew dispatched directly to location to remove snow from sidewalks and steps

**Areas:** East of Grand from Hickory on the north to Vista on the south; Caroline Mall, Allied Health Mall, Parking Garage, Med Rec Complex; all sidewalks leading to buildings and parking lots.

**Buildings** (in priority order):

2. Learning Resource Ctr.   2. Doisy Research Center
3. School of Nursing        3. O’Donnell Hall
4. Educational Union        4. Hickory East/West Garages
5. Allied Health Building   5. Monteleone Hall
6. Dreiling-Marshall Hall

**S.L.U.M.C. campus Area 2-West of Grand**

Small John Deere tractor with plow, push spreaders, snow shovels, ice scrapers, brooms, and approved de-icer. Plowing -contracted service

2 person crew dispatched directly to location to remove snow from sidewalks and steps

**Areas:** West of Grand including; Doctor’s Office Building, Salk, Flexner, Hiltz, Wald, Fleming; Drummond Hall sidewalks; all walks leading to buildings and parking lots.
Buildings (in priority order)

1. Doctor’s Office Building
2. Drummond Hall

S.L.U.M.C. campus Area 3-Parking Lots

Plowing-contracted services.
Salt spreading 2000 Ford pickup with plow and spreader.

AREA: All parking lots

Salus Center

Plowing -contracted service
2 person crew from AREA 2 dispatched to remove snow from sidewalks and steps.

Snow Blower, shovel, ice scrapers, push-spreaders and de-icers.

Area: All Parking lots including parking lot west of Grand, and sidewalks and steps leading to the building.

Manresa

Plowing - SLU
SLU Grounds crew will be dispatched to clear all sidewalks and steps leading to building.

Snow blower, shovels, ice scraper, push spreader, and de-icers

Area: All parking lots, sidewalks, and steps. (South alley may need cleared for access to parking lot)

PARKING LOT SCHEDULE:

<table>
<thead>
<tr>
<th>North Campus Parking Lot Priority</th>
<th>SLUMC Campus Lot Priority</th>
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<tbody>
<tr>
<td>RESERVED</td>
<td>RESERVED</td>
</tr>
<tr>
<td>1. Xavier</td>
<td>1. Schwitalla</td>
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<td>2. John Carroll</td>
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<table>
<thead>
<tr>
<th>PREMIUM</th>
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<tbody>
<tr>
<td>1. Georgetown</td>
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<tr>
<td>2. San Francisco</td>
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<td>3. Canisius</td>
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<td>4. Scranton</td>
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<table>
<thead>
<tr>
<th>PREFERRED</th>
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<tbody>
<tr>
<td>1. Laclede Garage</td>
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<tr>
<td>2. Rockhurst</td>
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<tr>
<td>3. Theresa</td>
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</tbody>
</table>
4. Salk
5. Spring Hill
6. Hickory West (roof)

**RESIDENT**

1. Gonzaga
2. Regis
3. St. Peter’s
4. Fordham (front)

Every resource will be exhausted before the Hickory East and Laclede rooftops will be closed to general parking. All remaining garage rooftops will be closed when snow accumulations exceed 2” or if ice forms on ramps. The Associate Vice President for Service Operations will be notified in the event of closure.

**Note:** No salt is to be used on the Parking Garages. Sand/cinders only.

**LOADING DOCKS/ALLEYS/ASSOCIATED DRIVEWAYS**

<table>
<thead>
<tr>
<th>FROST</th>
<th>S.L.U.M.C.</th>
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<tbody>
<tr>
<td>1. Georgetown lot driveway</td>
<td>1. UMG/ Hospital circle drive</td>
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<tr>
<td>3. Connelly Mall north alley</td>
<td>3. Drummond dock</td>
</tr>
<tr>
<td>4. Connelly Mall south alley</td>
<td>4. Doisy Research Center</td>
</tr>
<tr>
<td>5. Busch Center loading dock</td>
<td>5. Carr Lane circle</td>
</tr>
<tr>
<td>7. Fusz Hall dock</td>
<td>7. Allied Health Dock</td>
</tr>
<tr>
<td>8. Wuller Hall dock</td>
<td>8. Salus Center Dock</td>
</tr>
<tr>
<td>10. Xavier Hall dock</td>
<td>10. Henrietta</td>
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Facilities Management Maintenance A Workers

Maintenance of equipment as needed. Facilities Management personnel will be called on a voluntary and/or emergency basis.

Distribution Services:

Staff will open the receiving docks and assist grounds with snow removal.

Radio Communication

If problems occur, the Public Safety dispatcher will call the Director, or his designee.

Grounds #1 Director of Grounds and Custodial Services
Grounds #19 Grounds Supervisor – Frost
Grounds #20 Grounds Supervisor – SLUMC
Rounds man Nextel #2604

Outside Contractors to be used

Chaifetz/S.L.U.M.C. Plowing
Fontana Contracting
515 Dickson
St. Louis, Missouri 63122
Contacts: Jay Fontana 691-1623
Mike Fontana 691-1621
Office 314-965-4745

Assigned areas

Area #1 - West Side of Grand
Grounds 9
Grounds 6
Dist. Svcs. 8
Dist. Svcs. 10

Area #2 East Side
Grounds 11
Grounds 22
Dist. Svcs. 3
Dist. Svcs. 13

Area #3 East Side
Grounds 10
Grounds 7
Dist. Svcs. 4
Dist. Svcs. 7

Area #4 West Side
Grounds 14
Area #5 Perimeters
Grounds 4
Grounds 13

Area #6 West Side
Grounds 3
Grounds 5
Dist.Svcs. 2
Dist.Svcs. 6

M.C. area #1
Grounds 15
Grounds 17
Grounds 18
Grounds 21

M.C. Area #2
Grounds 8
Grounds 2 2

Clearance Priority
1. Steps
2. Handicap ramps
3. Entrance of buildings
4. Walkways

Breaks/lunch
Breaks and lunch will be at regular times on light snows. On heavy snows/icy conditions, breaks/lunch will be allotted based on where we are in terms of removal and conditions. You will be informed as to what time you may leave your area. No one will start his/her regular work until given Supervisor’s approval.