



**SAINT LOUIS
UNIVERSITY™**

OPERATION SNOWFALL

SAINT LOUIS UNIVERSITY

2018/2019

Jeff Macko
Director of Grounds
and Custodial Services
01 Nov 18

PROPOSAL

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

PROCEDURE

1. The Director of Grounds and Custodial Services is responsible for overseeing the coordination of all snow removal activities.
2. When there is an accumulation of snow or ice during non-working hours, the Director of Grounds and Custodial Services is responsible for reviewing conditions of sidewalks, parking lots and streets with the Department of Public Safety and Security Services personnel.
3. The Director of Grounds and Custodial Services will update the following regarding the status and progress of snow removal on campus:
 - a. Vice President of Facilities Services:
 - i. Responsible for coordinating recommendations on the continued operation of the university
 - b. Assistant Vice President, Public Safety-Emergency Preparedness:
 - i. Responsible for recommending closing the university due to inclement weather.
4. The Director of Grounds and Custodial Services or his designee will make the decision whether to call in an outside contractor for plowing of parking lots.

EMERGENCY ESSENTIAL PERSONNEL

1. All Grounds, Distribution and Custodial Services workers are considered Emergency Essential personnel.
2. Employees failing to report for emergency snow removal will be subject to corrective counseling.
3. Emergency essential personnel on the campus during their scheduled shift, with the beginning of snow or ice, will contact their immediate supervisor.
4. If snowfall is anticipated to begin after their scheduled shift ends, emergency essential personnel will be contacted via phone, email and text with their shift start time through the One Call Now emergency contact system. Emergency essential personnel are not allowed to opt out of the One Call Now system.
5. All Grounds and Distribution Services employees will report directly to Searls Hall for snow removal duties according to the designated start time.
 - a. No one will clock in or start his/her regular work until given Supervisor's approval.
6. Distribution Services staff will open the receiving docks and assist Grounds with snow removal.
7. Breaks and lunch will be close the regular time on light snows. On heavy snowfall/icy conditions, breaks/lunch will be allotted based on the status of removal and conditions. Employees will be informed as to what time to leave the area for breaks/lunch.

8. Facilities Management personnel in the Maintenance A classification will be called on a voluntary and/or emergency basis.

PRIORITIES FOR SAINT LOUIS UNIVERSITY CAMPUS

- A. Main walks and steps
- B. Parking areas according to schedule enclosed
- C. ADA 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. During Operation Snowfall, all Grounds/Distribution Services workers will be under the direction of the Grounds Supervisors, or in their absence, the Director.

All Grounds, Distribution and Custodial Services 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 zones or areas of responsibility. The first priority will be the main walks and steps. The walks serving the most heavily used buildings in their area will be cleaned first, such as DuBourg Hall, Busch Center, Griesedieck Hall, and the Medical School. During the initial walk-cleaning process, and 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 will be cleaned later, as time and weather conditions allow.

This process will also apply to parking areas pursuant 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 ADA parking spaces and associated paths travelled by persons utilizing those spaces. 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 in accordance with manufacturer recommendations and 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 Vice President of Facilities Services and Assistant Vice President of Public Safety and Emergency Preparedness of this status. The Assistant Vice President of Emergency Preparedness will then send forth recommendations on the continued operation of the university. If the university is closed during normal working hours, the priority will be getting students, faculty, and staff out of the buildings and parking lots, or, to the residence halls.

RESPONSIBILITIES 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 including the steps down to the city sidewalks. The Director or his designee will contact the Assistant Director(s) of Custodial Services when snow removal is needed.

CAMPUS AREAS

NORTH CAMPUS ZONE 1- East of Grand

Equipment: F2400/B-7100 #1 Kubota tractor(s) with blade(s), Hi-Jet, Cub Cadet #1, approved de-icer, push spreaders, shovels, scrapers and brooms.

Areas: SLU property east of Grand; area is bounded by Lindell to the north, Channing to the west, Compton to the east and Forest Park to the South; all walks leading to buildings and parking lots.

1. Chaifetz Arena (non-event day)
2. Olive Garage
3. Laclede Park
4. Litteken Hall

NORTH CAMPUS ZONE 2 - East of Grand

Equipment: F2400/B7100 #1 Kubota tractor(s) with blade(s), Club Car Carryall, 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, Channing to the east, Theresa (Billiken Alley) to the west and Forest Park Parkway to the South; all walks leading to buildings and parking lots.

Buildings (in priority order):

1. Grand Forest
2. Oliver Hall
3. McDonnell Douglas Hall
4. Billiken Sports Complex

NORTH CAMPUS ZONE 3 - East of Grand

Equipment: F-2400/B-7100 #1 tractor(s) with blade(s), JD Gator #2, orange snow blower, approved de-icer, push spreaders, shovels, scrapers and brooms.

Areas: SLU property east of Grand (south side); area is bounded by Lindell to the north, Forest Park Parkway to the south, Theresa (Billiken Alley) 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. Fitzgerald Hall
8. Tegeler Hall

NORTH CAMPUS ZONE 4 - West of Grand

Equipment: L2250 Kubota tractor with blade, JD Gator #4, Club Car Carryall TRX 1500 (red), 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 Grand Hall complex, Walsh Plaza, Chaifetz School of Business South and West Walks; all walks leading to parking lots.

Buildings (in priority order):

1. Grand Hall - Griesedieck complex
2. Simon Recreational Center
3. Center for Global Citizenship
4. Des Peres
5. Chaifetz School of Business
6. Davis-Shaughnessy
7. Cupples House
8. Pius Library
9. S.L.U.M.A.
10. Verhagen Hall
11. O'Neill Hall
12. College Church
13. Laclede Garage
14. DuBourg Hall

NORTH CAMPUS ZONE 5 - West of Grand

Equipment: F-2560/B-7100 #2 with blade, JD Gator #3, Green snow blower, approved de-icer; push spreaders, shovels, ice scrapers and brooms.

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

Buildings (in priority order)

1. Spring Hall
2. Village Apartments
3. Fusz Hall
4. Beracha Hall
5. Reinert Hall
6. Cartier Hall

NORTH CAMPUS ZONE 6 - West of Grand

Equipment: F-2560/B-7100 #2 with blade, JD Gator #70, 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):

1. Brouster Hall
2. McGannon Hall
3. Bannister House (OFFLINE)
4. Adorjan Hall
5. Morrissey Hall
6. Xavier Hall
7. Wuller Hall
8. O'Brien Hall
9. Pruellage Hall (OFFLINE)
10. Marguerite Hall
11. DeMattias Hall
12. Manresa Retreat Center

NORTH CAMPUS ZONE 7- Lindell Boulevard

Equipment: B-7100 #1 Kubota tractor with blade, Tiger Truck (white), approved de-icer push spreaders, shovels and scrapers.

Areas: SLU property along Lindell from Grand to Compton. Area is bounded by Lindell to the south, Washington to the north, Compton to the east and Grand to the west. Areas include all sidewalks leading to buildings and parking lots.

Buildings (in priority order):

1. Wool Center
2. Bio Medical Engineering
3. Hotel Ignacio
4. May Hall
5. Searls Hall
6. Earhart Hall
7. Il Monastero

NORTH CAMPUS ZONE 8- Parking Lots

Equipment: F-250 #18, F-250 #93, F-250 #96, F-450 #92

Areas: All parking lots on Frost Campus

Plowing - Grounds Services

Downtown Campus - Scott Hall

Plowing - contracted services.

AREAS: All areas in and around Scott Hall including sidewalks and alleyway east of building.

S.L.U.M.C. ZONE 1 - East of Grand

John Deere 4320 with plow, Cub Cadet #2, JD Gator #71 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):

1. Caroline Building	1. Schwitalla Hall	1. CASA De Salud
2. Learning Resource Ctr.	2. Doisy Research Center	2. Med Rec Complex
3. School of Nursing		
4. Educational Union	3. O'Donnell Hall	
5. Allied Health Building	4. Hickory East/West Garages	
6. Dreiling-Marshall Hall	5. Monteleone Hall	

S.L.U.M.C. ZONE 2-West of Grand

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

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

Areas: West of Grand including; Doctor's Office Building, Biology Extension building and lot, Salk, Flexner, Hiltz, Wald, Fleming; Drummond Hall sidewalks; all walks leading to buildings and parking lots.

Buildings (in priority order)

1. Drummond Hall
2. Doctor's Office Building
3. Biology Extension Building

S.L.U.M.C. ZONE 3-Parking Lots

Plowing-contracted services.

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.

Areas: 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:**North Campus Parking Lot****PREFERRED PERMIT**

1. Laclede Garage
2. Canisius
3. Theresa
4. Scranton

RESIDENT PERMIT

1. San Francisco
2. Regis
3. Rockhurst
4. St. Peter's
5. Lemoyne
6. Gonzaga

GENERAL PERMIT

1. Olive Garage
2. Holy Cross
3. Seattle
4. St. Joseph
5. Loyola
6. Santa Clara
7. Fordham
8. Detroit-Mercy

PREFERRED PERMIT EMPLOYEE

1. Xavier
2. Fred Weber

OTHER SLU LOTS

1. John Carroll
2. Young Hall

SLUMC Campus Lot**PREFERRED PERMIT**

1. Crumpler
2. Chaddock
3. Smith
4. Boston

RESIDENT PERMIT

N/A

GENERAL PERMIT

1. Fleming
2. Wald
3. Curie
4. Hickory East Garage
5. Hickory West Garage
6. Spring Hill
7. Creighton
8. Biology Extension Lot

PREFERRED PERMIT EMPLOYEE

1. Schwitalla

OTHER SLU LOTS

1. Salk
2. Flexner
3. Hiltz

Every resource will be exhausted before the Hickory East and Laclede rooftops will be closed to general parking. All remaining garage rooftops may be closed when snow accumulations exceed 2" or if ice forms on ramps. The Vice President for Facilities Services 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
FROST**

S.L.U.M.C.

- | | | |
|------------------------------|-----------------------|-----------------------------|
| 1. Simon Rec driveway | 8.Wuller Hall dock | 1.DOB circle drive |
| 2. Pius Library drive | 9.Morrissey Hall dock | 2.Med School dock |
| 3. Connelly Mall north alley | 10.Xavier Hall dock | 3.Drummond dock |
| 4. Connelly Mall south alley | 11.DeMattias dock | 4.Doisy Research Center |
| 5. Busch Center loading dock | 12.Marchetti dock | 5.Carr Lane circle |
| 6. Macelwane dock | 13.Reinert Hall dock | 6.Dreiling/Marshall Dock |
| 7. Fusz Hall dock | | 7. Allied Health Dock |
| | | 8. Salus Center Dock |
| | | 9. Hickory, Rutger, Theresa |
| | | 10. Henrietta |

Facilities Management Maintenance A Workers

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

Chaifetz/S.L.U.M.C./Scott Hall Plowing

Fontana Contracting
515 Dickson
St. Louis, Missouri 63122
Contacts: Jay Fontana 691-1623
Mike Fontana 691-1621
Office 314-965-4745

Assigned areas

Zone #1 - West Side of Grand

Grounds	14
Grounds	15
Dist. Svcs.	7

Zone #2 East Side

Grounds	10
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Grounds	16
Dist. Svcs	3

Zone #3 East Side

Grounds	5
Dist. Svcs.	2

Zone #4 West Side

Grounds	7
Grounds	17
Dist. Svcs.	8
Dist. Svcs.	14

Zone #5 Perimeters

Grounds	6
Grounds	18
Dist. Svcs.	4

Zone #6 West Side

Grounds	2
Grounds.	4
Dist. Svcs.	10

Zone #7

Grounds	9
Dist. Svcs.	5

Zone #8

Parking lots

Grounds	2
	13
	23

M.C. area # 1

Grounds	3
Grounds	11
Grounds	12
Dist. Svcs.	6
Dist. Svcs.	11

M.C. Area #2

Grounds	21
Dist. Svcs.	12
Dist. Svcs.	13

Clearance Priority

1. Steps
2. ADA ramps
3. Entrance of buildings
4. Walkways