

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department: Facilities Services
Subject: Snow Removal
Date Issued: November 28, 2006
Date Revised: November 5, 2012
Approved By:

I. Policy

This policy outlines the guidelines for members of the Facilities Services team when there is an accumulation of snow or freezing rain.

II. Purpose

As a mostly pedestrian campus, Luther College recognizes that snow removal is an important function of the Facilities Services department. For campus safety sidewalks, streets, parking lots and building entrances will be cleared of snow and ice as needed. It is the department's goal to provide access to, and egress from, the Luther campus in the safest, most efficient and environmentally responsible manner possible as well as to protect turf grass around hard surfaces.

III. Scope

This policy applies to Facilities Services employees, Campus Safety and Security, and student workers.

IV. Terms and Definitions

- Upper campus – the area outlined by the inside of Valders, Sampson Hoffland, Olin, Preus, Brandt, Main, Union and Center for Faith and Life.
- Street – a paved thoroughfare on college-owned property to provide vehicular traffic to parking lots and sidewalks.
- Parking Lots – an area used for the parking of motor vehicles.
- Geomelt – a non-chloride “green” organic salt accelerator derived from sugar beet production.
- Wintergreen – ice melter pellets designed specifically to combat the problem of grass and vegetation damage for subzero conditions.

V. Procedures and Guidelines

- A. The Facilities Services normal hours that are covered are 7:00 a.m. until 5:00 p.m. Monday through Friday.
- B. If there is snow throughout the normal work day, the following guidelines will be utilized:
 - Pedestrian traffic will be the main priority. Sidewalks and building entrances will be continually cleared of snow as needed. Wintergreen will be applied in icy conditions.
 - Vehicular traffic streets and parking lots will be continually cleaned of snow and geomelt treatment applied as necessary for icy conditions.

- C. If the snow fall or icy conditions continues after the normal work day, the following guidelines will be utilized:
- Sidewalks and building entrances for special events will be cleared as needed until the completion of the scheduled event. Wintergreen will be applied in icy conditions
 - Vehicular traffic streets and parking lots needed for special events will be continually cleaned of snow and geomelt treatment applied as necessary for icy conditions until the traffic has left the scheduled event.
- D. If a snowfall or freezing rain starts in the off hours and there is an accumulation of snow or ice on the ground that creates for hazardous conditions, Campus Safety and Security will contact the grounds' supervisor at approximately 4:00 a.m. The grounds' supervisor will assess the conditions and then contact the crew members to come to campus immediately.
- Grounds' crew members will clean snow on streets, sidewalks, steps and parking lots.
 - o Upper campus and sidewalks to the residence halls will have the highest priority.
 - o Determined high priority paths will be cleaned first to accommodate early arriving staff members.
 - o Equipment operators may also be assigned hand shoveling duties.
 - Custodial crew members will clean the front of their respective building(s) entrances to a point where the equipment can take over.
 - Trade services' crew members will clean their assigned areas of responsibility as per attached schedule when they arrive for their scheduled work time or as called in early by the Manager of Trades Services.
- E. Grounds will avoid using heavy equipment on stamped concrete or exposed aggregate sidewalks.
- F. Under normal conditions snow piles will not be permitted on upper campus unless we experience blizzard conditions or back-to-back days with heavy snowfall. It may be necessary to use an outside contractor to assist in the removal of large snow accumulations.
- G. Whenever possible, Grounds will avoid piling snow on turf areas and visitor parking stalls. They will not pile snow in handicapped parking stalls.
- H. All snow must be removed before the applications of any ice melt products on sidewalks and steps.
- Grounds will monitor over-application of ice melt and will not use ice melt on concrete less than one year old. Grit will only be used on new concrete walks and steps.
 - Grounds will recheck any areas after the application of ice melt products in the event removal of excess material is required.
 - On the central upper campus, normally, ice melt will be scraped to the streets vs. the turf or to an area where there is drainage.
- I. The Facilities Services' management team will determine if and when outside contractor help is needed.

VI. Confidentiality and Record

Not applicable.

Boilers Operators & Facilities Staff
Facilities Management
Korsrud Steps
Korsrud Annex - walks out to Main sidewalk
Steps & walk from Korsrud to Storre Theater

Terry and Students
Larsen - Steps E and W of entrances
Health Service walks
Olson - bridges and steps
Olson - south entrance
Loyalty - steps and entrances

Carpenters
Koren - steps and entrances
Campus House - front and back
Brandt - entrances, steps, and handicap ramps
Jenson - steps and entrances
Sperati - walks and steps
CFA
Library - east side entrances
Olin - steps and entrance
Olin - south entrance
Norby House - steps and walks
Farwell bridge area
Main - steps and entrance

Plumbers
Farwell - All lower entrances and loading dock
Walk from Farwell to stadium
RC - All entrances
Fitness center area
RC - wooden steps on north side and sidewalk to CFL lot
Lower towers entrances
Walk from lower Towers to RC lot and steps
Storre Theater - all entrances and walks
Storre Annex ramps

Electricians & Locksmith
Union - dock at bookstore and post office entrance
Union - steps to Marty's and down to stadium
Union - steps north side
Union - walk and steps to RC and wooden steps
CFL - all steps, handicap ramp and entrances
Towers/Brunsdale - bridge, upper entrance and steps
Valders - entrances
Ylvi - all entrances

Perry and Students
CA - walks and steps
President's House
Baker Village
*Farm Park House
Prairie Houses - steps and entrances
Gjerset - walks and steps
Mound Street Apartments

Grounds Supervisor
Norby House
Facilities lot, Larsen lot, Loyalty lot
Main parking stalls
CFL lot and small areas around CFL and Union
Valders lot, Nustad lot, Jenson lot, CFA lot, Olson lot, Farwell lot, RC lot, Baker Village

Grounds Crew Member
Start at campus entrances and open streets
Clear center campus
Plow High Street
Around RC circle
Lower Towers
Married Student Housing
Spread salt where necessary
Help with small areas and off campus areas (Houses, farms, apts.)

Grounds Crew Member
Clean all sidewalks from dorms to Union
Clean all sidewalks to academic buildings
Clean all sidewalks between academic buildings
Spread salt where needed as sidewalks are
Cleared
Help with off campus and residential areas

Movers Crew Member
Lower campus sidewalks
Sidewalks entering campus
Spread salt where needed as sidewalks are
Cleared
Help with off-campus and residential areas

Custodial
Clear snow away from entrances to where grounds crew can remove it

*Areas with new concrete