

DCTC Procedure 6.16.1 Snow Removal

Chapter 6 – Facilities Management

Part 1. Procedure Guidelines.

Snow removal and ice maintenance is provided by the Operations Department. Primary duties with the Operations Department are split between sidewalks, entrances to buildings, streets/roads and parking lots. The Maintenance Department provides:

- Primary snow removal on all sidewalks, ramps and stairways attached to a building. When snow falls during the night, snow removal begins when needed and continues through the day as needed.
- Snow removal services to building entrances from 5 AM to 11 PM, Monday - Friday.
- Maintenance on all streets and parking lots on the campus property(s).

Designated routes and priorities have been set to provide the most efficient methods for snow removal following a snow accumulation of three (3) inches or greater. Given a three (3) inch snow fall and the current resources available, it may take several days to fully complete snow removal and follow-up ice control measures.

Snow removal will consist of five major steps performed by priority according to the population on each campus at the time of the snowfall:

1. Plowing of all main roadways and parking lots – disabled parking spaces are cleared in priority order from high usage to low usage.
2. Plowing/snow blowing of primary walkways.
3. Shoveling of all building entrances – steps, entrances and ramps are cleared in priority order from high usage to low usage.
4. Plowing/snow blowing of secondary walkways.
5. Salting of roads/walkways to minimize snow and ice.

Part 2. Equipment Used.

A listing of the current equipment being used is available from the Operations Office.

Part 3. Chemical Usage.

ECO-THAW is used as a de-icing agent in shovel areas, building entrances, and areas where traction is needed. Main pedestrian thoroughfares and disabled access areas are highest priorities, followed by other areas based on priority level. Each maintenance person is to assess their assigned area of responsibility to determine the conditions and respond accordingly.

Part 4. Storm Records.

The Operations Department will record each storm after every snowfall. The record will contain information on storm dates, snow accumulation, time of precipitation and hours spent on snow removal. The records will be kept to accurately describe the severity of each storm and how much snow removal was necessary. Information in the records will come from the maintenance staff as well as from a local meteorologist source, Weather Underground (a National Digital Forecast Database). It is the

responsibility of the Director of Operations and/or the Maintenance Lead to ensure that the records are updated after each storm. The records are kept in the Operations Department.

Related Documents:

- [Procedure](#)

Procedure History:

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