



To: Lead Grounds Keeper – Dawn Williams, Secondary Grounds - Justin Ordahl, Justin Anderson, Erin Olson, Chris Berge, Dana Battcher, Central Maintenance – Jeremy Henry, Justin Blessing, Building Chiefs – Jeff Tucker, Scott Berge, Scott Murphy, Brad Henry, Chuong, Ngyuen, Bill Heger, Lyle Daly, Dan Sadowski, Andy Carcione, Jessie Hanson, Jeremy St George, Brian Gorman, Gerry Berens, Day Leads - Mike Herr, Wade Madson, Al Kitagawa, Steve Lang, Transportation - Curt Naumann, Central Maintenance - back up Joe Blessing, Keith Olson, Dave Wagner

CC: School Principals and Rod Zivkovich

From: Tim Rybak and Dave Kusinski

Date: December 3, 2014

Revised Final Copy December 2, 2014

RE: Guidelines for snow removal

### **District Wide**

- ✿ Make sure your equipment is ready to go. Your equipment needs to be inspected, greased, cleaned and properly maintained. This is your responsibility to do the proper preventative maintenance on all of your equipment. As a professional you are required to operate our equipment safely and in a manner to avoid damage.
- ✿ B&G will send out notification to Chiefs Conference of possible significant snow fall coming
- ✿ Lead Grounds Keeper will brine pre-storm if conditions permit
- ✿ Buildings and Grounds will publish the snow report each week on the chief conference. If you see activities that were missed you will need to notify The Lead Grounds Keeper if it affects whether or not your building gets plowed for the weekend.
- ✿ Lead Grounds Keeper and Buildings Chiefs/Leads should check the weekend Building & Reservations “Snow Report” for activities to plan accordingly. In the event you have activities added last minute please give The Lead Grounds Keeper a heads up with the school and date and time of the new activity. Leave a voicemail on 5946 or 681-5946 or email.
- ✿ Lead Grounds Keeper will have a plan in place with advance notice to the people plowing and will send a text or call to plowers when significant snow fall is expected if extra help is needed for plowing
- ✿ Central Maintenance plowers and back-ups: Please enter on the “Snow Plowing Calendar” (on First Class email) when you are NOT available to plow. If you are not available for the weekend please make sure it is entered by noon on Wednesday.
- ✿ Bloomington noise ordinance is week days from 10 pm to 7 am, Saturday and Sunday no work from 9 pm until 9 am. Exception if a snow emergency is declared we have approximately 48 hours to get the snow cleaned up.
- ✿ Lead Grounds keeper will notify the plow crew within a reasonable time if the will be needed to plow early in the morning
- ✿ Lead Grounds Keeper will deliver fuel pre/post storm if work orders are entered

- ✳ Lead Grounds Keeper will request to have parking lot lights left on for plowing when necessary
- ✳ Lead Grounds Keeper will call or text to give the Director of B&G or designee periodic status updates - Tim Rybak (cell 952-292-2296) - Dave Kusinski (cell 612-369-3938)
- ✳ Lead Grounds Keeper will have a district cell phone on at all times. You should contact The Lead Grounds Keeper on the district cell phone 612-369-4182.
- ✳ If you don't have your district issued cell phone at work please notify B&G so we don't continue to call you on it
- ✳ Lead Grounds Keeper will track all winter weather occurrences in the snow plowing book provided by B&G. Any plowing issues that come up should be listed and which CM staff plowed, snow fall for the snow season. The book will be turned into B&G at the end of the snow season.
- ✳ All radios in trucks will be in working order. The Lead Grounds Keeper will contact Dave Howey at Mobile Radio if any of the radios need repairs
- ✳ Every piece of equipment must have a beacon on it and in working order on while plowing
- ✳ All employees are required to wear reflective gear at all times while working outside. The outermost layer of clothing must be reflective gear for your safety
- ✳ Lack of sleep takes a toll on perception and judgment. The effects can be seen in reduced efficiency and productivity, errors, and accidents. Sometimes the effects can even be deadly, no marathon plowing.
- ✳ After the snow clean-up there are other things to be done. Your equipment needs to be inspected, greased, cleaned and properly maintained. This is your responsibility to do the proper preventative maintenance on all of your equipment.

#### Snow Plowing/Removal Team

Main - Dawn Williams -

1. Jeremy Henry
2. Justin Blessing
  - Joe Blessing - Back up- after 6 am & weekdays
  - Keith Olson - Back up
  - Dave Wagner - Back up
  - Weekend and Holiday Volunteer Snow Plowers

Lead Grounds Keeper will update the Director of B&G or designee at 1 AM of storm conditions. If the snow depth is less than 2 inches by 2:00 a.m Central Maintenance will plow and salt the bus loops and main drives and handicap parking spots only. Central Maintenance will do the best they can at clearing lots in the time allowed and until traffic makes it unsafe to continue. After this is completed, Central Maintenance will start plowing the play lots. Plowing during the day will be limited because of safety concerns and plows leaving piles of snow in front of and behind cars in the lot. (Central Maintenance will plow play lots if under 2 inches of snow)

- ✳ Secondary schools will be plowed first and then elementary schools
- ✳ Central Maintenance, please notify supervisor when you are plowing and not doing your regular responsibilities

- \* If you are plowing and your truck breaks down please contact The Lead Grounds Keeper and let B&G know. We assume we have all trucks plowing, if there is a break down and we do not know, when asked we will be relaying the wrong information. Do not “circle” the plow trucks looking to resolve the issue, keep plowing and let B&G assist with down truck.
- \* If equipment breaks or needs repair have the B&G secretary enter a work order. As the user of the equipment it is your responsibility to stay on top of needed repairs.
- \* If you start before your normal shift time, talk to The Director of B&G or designee to see if you can leave after your 8 hours or get approval for work overtime.

Lead Grounds Keeper will call the Snow Plow Contractors to come out and plow when required to plow if by 2:00 a.m. the snow depth exceeds 2 inches. If they are called later they may not be able to finish the lots before school begins. The outside contractors will make every effort to clear the lots the best they can with the time allowed. They will finish the parking lots first then they will plow the play lots. If they don't finish before school starts the contractors will come back again that evening to clear the lots of snow. (Contractors will plow play lots if over 2 inches of snow)

- \* All calls and issues with our contractors go through our Lead Grounds Keeper or designee.

#### Snow Plow Contractors for 2014-2015

Minnehaha Falls Nursery & Garden Store, Inc

Schools - Hillcrest, Indian Mounds, Jefferson, Normandale Hills, Poplar Bridge, Ridgeview, Southwood, Washburn and Westwood

South Suburban Snow Removal

Schools – Oak Grove Middle and Oak Grove Elementary

Reliable Property Services

Schools – Kennedy, Pond, Valley View Middle, Valley View Elem, Olson Middle, Olson Elementary

#### **Buildings**

- \* Come in early enough to have sidewalks cleared of snow and salted before first person enters the building – this is a serious safety measure that needs to be done.
- \* If you start before your normal shift time, talk to your Chief or CM Supervisor to see if you can leave after your 8 hours or work overtime.
- \* Snow on weekends or nights – The secondary grounds keeper or building chief is to cover the activities or have someone else cover for you (Discuss this with your Chief before you do anything) – Make sure the person covering for you is familiar with the equipment and what sidewalks are to be cleared. If you come back to work for a snow clean-up it is a 2-hour minimum – use the entire 2 hours salt, sand, shovel, sweep or plow.
- \* When clearing the walks, put the excess snow in the grassy areas.
- \* If snow continues or starts during the day clear sidewalks of snow and salt as the day and evening activities continue in your building – this is a serious safety measure that needs to be done
- \* If you push snow into the driveways or parking lots after the plows and sanders have been by – it is your responsibility to clean up the wind rows. Again this is a safety measure so people can enter the buildings safely.

- ✳ It is the buildings responsibility to call B&G if you need help removing snow piles. All parking lot entrance and exit drives should be cleared of snow. Remember to make the piles low enough for low profile cars.
- ✳ All Fire Hydrants need to be cleared of snow
- ✳ It is the secondary grounds keepers' responsibility to move snow banks back to create room for more snow. Please exercise caution on thawed ground. (If you share parking etc with an elementary school, those snow banks need to be moved also.) If you think you cannot move the banks safely during your normal work day check with your Chief about coming in early for easier access.
- ✳ Bloomington noise ordinance is week days from 10 pm to 7 am, Saturday and Sunday no work from 9 pm until 9 am. Exception if a snow emergency is declared we have approximately 48 hours to get the snow cleaned up.
- ✳ Lead Grounds Keeper will start moving snow piles at the Elementary schools after the salting and play lots are cleared
- ✳ If you have issues, concern or questions with the plowing done by Central Maintenance or the Snow Plow Contractors the Building Chief should contact the Lead Grounds Keeper. The Lead Grounds Keeper will set up a meeting with the lead grounds keeper and the school chief and the contractor. This includes weekends
- ✳ If equipment breaks or needs repair contact your building chief. As the user of the equipment it is your responsibility to stay on top of needed repairs.
- ✳ If your 2<sup>nd</sup> shift is clearing snow at night and something breaks have them notify the building Chief ASAP
- ✳ Every piece of equipment must have a beacon on it and in working order on while plowing
- ✳ After the snow clean-up there are other things to be done. Your equipment needs to be inspected, greased, cleaned and properly maintained. This is your responsibility to do the proper preventative maintenance on all of your equipment.

“We will plow to the best of our ability”