

December 4, 2017

GENERAL PROCEDURE STATEMENT

WINTER MAINTENANCE – SNOW AND ICE REMOVAL

UNIVERSITY OF IOWA

FACILITIES MANAGEMENT – BUILDING AND LANDSCAPE SERVICES

The winter maintenance of all building entrances, steps, sidewalks, loading docks, Oakdale parking lots, service drives and institutional roads under the control of the University of Iowa – Facilities Management is the responsibility of Building and Landscape Services. Our goal is to remove snow and ice from traveled surfaces in order to provide safe pedestrian and vehicular traffic. Accumulations of snow and ice will be removed as expeditiously as practical during and after storms within the parameters dictated by weather conditions, available manpower, equipment resources and budget constraints.

During normal working hours (7:00 am to 4:30 pm Monday – Friday), snow and ice treatment will be initiated by the Landscape Services manager and supervisors or their representatives. It is our policy to respond to all snow and ice occurrences.

Outside of normal working hours, including weekends and holidays, **SNOW CALLS WILL BE INITIATED BY THE UI DEPARTMENT OF PUBLIC SAFETY AS CONDITIONS REQUIRE.** Landscape Services personnel may also be monitoring the weather situation and begin the call – in process.

Regardless of who makes the request for snow / ice removal, Public Safety or Landscape Services, the street snowplow drivers for the main campus and the Oakdale campus are to be contacted first. The plow drivers will call in additional personnel as needed and will initiate the process of calling in the sidewalk and step crews. On the Oakdale campus, where parking lots are under the control of Facilities Management, the main contact person for the Oakdale streets will also call in the parking lot crew.

Call-ins for snow / ice removal can occur any time conditions warrant but if the snow or ice has already fallen, or if the storm is in progress, early morning weekday calls should be started by 2:30 am. Our intention is to have personnel at work and out on their routes by 4:00 am at the latest. We acknowledge that we will have to return to areas later in the day to do a more thorough job, or to clean up snow / ice accumulations that could constitute a safety hazard for evening pedestrian / vehicle traffic.

Weekend call-ins should be initiated so as to have personnel on the job by 7:00 am. The only exceptions would be on Thanksgiving Day and Christmas Day. Snow and ice on sidewalks and building entrances will be removed the day following the holiday.

The Landscape Services manager (and / or shop supervisor) will distribute an updated call – in sheet to Public Safety prior to the snow season each year.

Streets and service drives (and parking lots on the Oakdale Campus) will be plowed and treated with a sand / salt mix as needed.

Sidewalks will be plowed and / or broomed and treated with sand / salt or ice-melt mixture.

Steps will be shoveled and / or broomed and treated with sand / salt or ice melt mixture.

Supervisors will provide information and instructions to personnel for areas that require specific practices or procedures that differ from normal service provided. Special requests and emergency service calls will be communicated to employees in the field by use of cell phones.

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