

## 19.8 Snowplowing and Ice Control Procedure

Latest Revision: Oct 2011

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### 1.0 General

- .01 The Board shall require snowplowing and ice control to provide safe access to schools and buildings for pedestrians and vehicles.
- .02 The school Principal will ensure that driveways, parking lots, pedestrian walkways and entrances at schools are cleared of snow and that appropriate ice control is carried out to ensure safe access to the school.

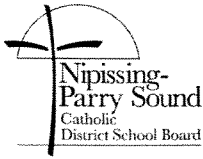
### 2.0 Winter Maintenance Procedures for Contractors

#### 2.1 Snowplowing for Parking Areas

- .01 The contractor determines when snowplowing is required based on the following criteria.
  - (a) Contractor will automatically proceed with work within one (1) hour after a snowfall of 4" or at the call of the Board at any hour of the day or night.
  - (b) Snowfall occurring during the day, lots to be plowed as soon after 4:00 p.m. as possible
  - (c) Snowfall occurring after 4:00 pm. To be plowed by 8:00 a.m. the following day. Saturdays, Sundays and Holidays included
  - (d) Some judgment will be necessary as to when plowing is required, a guideline would be 4" drifting. It is always mandatory to plow when a slushy condition exists which would become dangerous on freezing.
  - (e) In the event of a major snowfall coming at a time which makes it impossible for plowing to be completed before school opening, the contractor must make sure that sufficient plowing is done to allow the access of emergency vehicles and school buses to/from school.
  - (f) Contractors will not perform the work required during the regular school traffic, recess and lunch hours, except as approved by the principal of the school.
  - (g) Contractor shall plow the snow in designated areas.
  - (h) Snow shall not be piled against fences, at parking lot entrances, six feet or beyond a height that could obscure/impede the vision of pedestrians and/or vehicle operators entering or exiting the school premises.

#### 2.2 Ice Control for Parking Areas

- .01 Areas that are plowed by the Contractor shall be sanded by the Contractor at the request of the school Principal. The Principal is responsible for contacting the Contractor to perform this service.



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.02 The application of sand/salt mixture shall be uniform and consistent throughout all areas.

### 2.3 Removal of Snow Piles

.01 The removal of snow piles (loading and hauling away of snow piles or banks) shall be performed by the Contractor at the request of the Board Office.

### 2.4 Contractor Plowing

.01 The Contractor shall fax a "service form" (see Section 8.0) the same day that the service is provided to the school. The school Principal will sign and fax the "service form" back to the Contractor.

.02 The Contractor shall submit the "service form" with the invoices to the Board Office clearly identifying the school name, the dates the work was performed and the purchase order number.

.03 The Contractor shall allow thirty (30) days for the processing of invoices by the board, from the date the invoice is received.

.04 Payment for the two different services will be as follows:

Snowplowing: Payment per snow plow at the tendered price. Service is to be provided based on the required 4" of snow.

Sanding/Ice Control: Payment per sanding/ice control at the tendered price. Service is to be provided upon request only

## 3.0 Winter Maintenance Procedures for Custodians

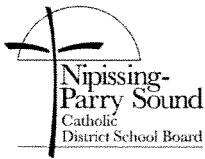
### 3.1 Snow Clearing and Ice Control for Side Walks

.01 Custodians will be responsible for the snow clearing and ice control at all the building entrance areas, including the portable classroom entrances, as well as the sidewalks and pathways leading from the buildings to such areas as the parking lots, bus drop-off and public sidewalks.

.02 All entrances, sidewalks, ramps, steps and landings are to be inspected and when necessary, they are to be kept clean of snow and sanded prior to 8:00 am and prior to 3:00 pm.

.03 The parking lots are to be inspected to see if snowplowing was performed and to determine if ice control is required. If ice control is required, the Custodian shall advise the school Principal who will contact the Contractor to perform service.

.04 A record of snowplowing, ice control and snow removal performed by the Contractor shall be kept by the Custodian. A record of the inspections and the actions taken shall also be kept by the Custodian.



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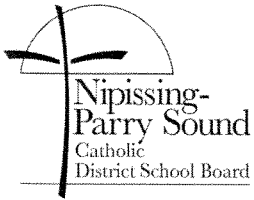
### 3.2 Indoor Maintenance

- .01 The custodian shall ensure that wet hallway floors creating slippery conditions are mopped/cleaned as soon as possible. "Slippery When Wet" signs shall be used to ensure people are aware of the slippery conditions.

### 3.3 Log Books

- .01 The Custodian shall perform a daily morning and afternoon inspection on all entrances, parking areas and sidewalks and record all findings on a "Daily School Inspection Form". Refer to Section 5.0.
- .02 The Custodian shall keep a record of all snowplowing, ice control and snow removal performed by the Contractor on a "Snowplowing and Ice Control Contractor Monitor Sheet". Refer to Section 6.0.
- .03 The Custodian shall keep a record of all areas sanded by the Contractor on a "Snow Ploughing and Ice Control Custodial Log Sheet". Refer to Section 7.0.
- .04 The School Principal shall ensure that the inspections are being carried out by the school Custodian and the log book is being completed.

## 7.2 Daily School Inspection Form



School: \_\_\_\_\_ Date: \_\_\_\_\_  
 Completed By: \_\_\_\_\_ Time: \_\_\_\_\_  
 Principal Signature: \_\_\_\_\_

**1) Ice and Snow Control**

**a) Afternoon Inspection** Date: \_\_\_\_\_ Inspection time (After 2:00 pm) \_\_\_\_\_

Weather conditions (Clear, Rain, Freezing Rain): \_\_\_\_\_ Temperature: \_\_\_\_\_ °C

Average fresh snowfall accumulation? \_\_\_\_\_ cm

			<b>Action Taken?</b>		<b>Time Sanded/Salted</b>
	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	
Was snowplowing performed last night?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Were sidewalks and ramps inspected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are sidewalks or ramps icy or slippery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Was parking lot inspected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is parking lot icy or slippery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Were steps and landings inspected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are steps and landings icy or slippery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Were the entrances inspected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are the entrances icy or slippery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Indicate the time the Contractor service was requested: \_\_\_\_\_

Indicate the time the contracted service was rendered: \_\_\_\_\_

**b) Afternoon Inspection** Date: \_\_\_\_\_ Inspection time (After 2:00 pm) \_\_\_\_\_

Weather conditions (Clear, Rain, Freezing Rain): \_\_\_\_\_ Temperature: \_\_\_\_\_ °C

Average fresh snowfall accumulation? \_\_\_\_\_ cm

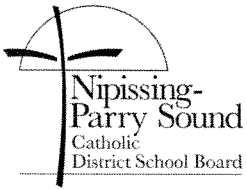
			<b>Action Taken?</b>		<b>Time Sanded/Salted</b>
	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	
Was snowplowing performed last night?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Were sidewalks and ramps inspected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are sidewalks or ramps icy or slippery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Was parking lot inspected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is parking lot icy or slippery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Were steps and landings inspected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are steps and landings icy or slippery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Were the entrances inspected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are the entrances icy or slippery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Indicate the time the Contractor service was requested: \_\_\_\_\_

Indicate the time the contracted service was rendered: \_\_\_\_\_







## 8.3 Snow Ploughing and Ice Control Service Form

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Contractor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fax Number: \_\_\_\_\_

Date: \_\_\_\_\_

School/Building: \_\_\_\_\_

### **Service Performed**

Snow Plowing (time): \_\_\_\_\_

Ice Control (time): \_\_\_\_\_ Requested By: \_\_\_\_\_

Snow Removal (time): \_\_\_\_\_ Requested By: \_\_\_\_\_

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Signature of Principal: \_\_\_\_\_

**THE PRINCIPAL SHALL SIGN AND FAX THIS FORM TO THE SNOW PLOWING CONTRATOR WITHIN 48 HOURS AFTER THE SERVICE WAS PERFORMED TO ACKNOWLEDGE THAT THE WORK WAS COMPLETED.**

***(a signed copy of this form will be sent to the Board Office attached to invoice for payment from each snow plowing contractor)***