

**FACILITIES SERVICES SNOW REMOVAL OPERATIONAL  
GUIDELINES WSU PULLMAN CAMPUS  
November 12, 2019**

**Authority**

Snow removal and ice maintenance on campus is provided by Facilities Services, Operations (academic and administrative areas) and Student Affairs Auxiliary (apartment buildings and entries to residence halls). Within Facilities Services, Operations the Grounds, Heavy Equipment and Custodial divisions have shared responsibility. Student Affairs Auxiliary has sole responsibility at their apartment buildings and entries to residence halls. These departments determine their own detailed snow maintenance plan for general upkeep of the campus grounds in their areas related to removal of snow and ice.

**Purpose/Objectives**

This guideline is to help assure a viable plan for the removal of snow and ice through established procedures and specific responsibility assignments. The plan helps provide an acceptable maintenance level of snow removal on University roads, walks, stairs, ramps, parking lots and building entries. The main objectives are to minimize accidents, property damage, and personal injury and maintain emergency access to campus.

**Procedural Guidelines**

Primary duties within Facilities Services, Operations are split between sidewalks, entry ways to buildings, streets/roads and parking lots. The Grounds division provides primary snow removal on prioritized sidewalks, ramps and stairways. Custodial provides snow removal services to building entry ways (until 1:30PM). The Heavy Equipment division maintains prioritized streets, ADA parking, gravel roads and parking lots. Certain areas on campus have been identified and posted as "No Snow Maintenance" areas where removal will not take place. A current list is available on the Facilities Services website.

In order to meet the objectives stated above, designated routes and priorities have been set within each group to provide the most efficient methods for snow removal. The Snow Plow Routes Map identifying specific routes and priorities is also available on the Facilities Services website.

**Grounds & Custodial Procedures**

When snow, slush or ice accumulates on the campus sidewalks, the Grounds crew will be dispatched to begin removal operations. Main arterial sidewalks and walkways are cleared as first priority. Secondary and tertiary sidewalk clearance follows. Steps, entryways, ramps, and other areas are cleared in priority order from high usage to low usage. For snow fall during the night, snow removal begins at 5:00AM and continues through the day as needed. Custodial Services provides removal at entryways until 1:30PM and Grounds provides additional services as needed until 5PM depending on the severity of storm. These services are provided Monday through Friday. Night time shifts may occur if accumulation of snow is extreme. Certain areas of campus will be posted and/or roped off for No Snow Maintenance during winter conditions (see Facilities Services website) and should not be accessed or traversed when signs are posted.

The Grounds Department has one Gator plow route, one sweeper route, two tractor routes, three bobcat routes, one four wheeler route and eight hand shovel routes. Calcium chloride is used as a de-icing agent in shovel areas, liquid anti-icing material is used in equipment accessible areas and sand is used in areas where traction is needed. Each person's area of responsibility has high to low priority levels but if snow is continual throughout the day, main pedestrian thoroughfares (student access to classrooms, libraries, resident and dining halls, and the CUB, plus general campus access to the Safety Building and French Administration) and disabled access areas are highest priorities. Custodians assess the conditions in their area of responsibility during their shift and respond accordingly. Potassium chloride is used as a de-icing agent at the entries to buildings. Custodial employees are involved in varying degrees of snow removal responsibilities around the buildings where they work.

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**Heavy Equipment Procedure**

The proactive anti-icing program for streets starts with application of a liquid solution to the roadway surface prior to the storm event. The goal is to keep the ice from bonding to the roadway surface before removal procedures begin. The street and road crew start removal operations once one to three inches of snowfall accumulates on the streets. In order to provide emergency access to campus, priority for snow removal begins with the main campus streets. As safety permits, ADA parking, arterial streets, parking lots, and lastly gravel roads are serviced. Snow removal in general parking areas can only be accomplished when the vehicles are gone, so this happens after normal work hours when snow accumulation is three inches or more.

Heavy Equipment has on campus snow removal crews 4:00 AM to 4:30 PM Monday through Friday. Snow fall and street conditions dictate crews staying on campus later than 4:30 PM. Saturdays and Sundays are covered by emergency call in only or for pre-scheduled events. When weather conditions dictate crews may be available up until midnight to maintain cleared roadways for Pullman Transit Services buses running on campus.

Heavy Equipment has four snow plows with sanders and three snow plows with liquid anti-icing distributors. Other equipment with snow removal attachments includes two loaders with snow plows, motor grader, Bobcat loader with snow blower and a backhoe with a snow plow.

When snow fall events continue through the day, the main streets are maintained as well as weather and resources permit and employees respond to areas of need chiefly dictated by the Police Department and Facilities Services Work Management Center. Given a substantial snow fall event of three inches and the current resources available, it may take several days to fully complete snow removal in all areas and follow-up sanding or other anti-ice control measures.

Parking and Transportation Services will have the following list of lots restricted to no overnight parking and parking in these lots will not be available until 6:00 am or later if necessary.

- Johnson North Lot 17
- Johnson South Lot 18
- Food Science-Human Nutrition Lot 116
- Hulbert Lots 122,118 and 22
- Wilson Road Lot 20
- Lighty East Lot 105
- Quad Services Rd Lot 96
- Wilson Rd Lot 104
- LARC
- Research Park

**Safety Guidelines**

Snow plows & snow removal equipment should be afforded the right of way. Pedestrians and vehicles should allow a wide safety area around plows and equipment when they are working. While all equipment operators try to watch out, their main focus is on the job of removing snow for public safety.

Walking or driving too closely behind equipment can create unsafe conditions. Stay safe... Stay back.

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Depending on the snow-fall pattern & amount of snow during the season, snow berms may build up along streets & drives, and snow may be piled in vehicle and bike parking areas. This is an unfortunate but necessary action to keep roads and walkways clear for safe travel. Depending on the weather event hauling snow away may not be an option until a break in weather.

Campus pedestrians are encouraged to wear proper footwear for snowy and icy conditions, and to plan on taking extra time to reach destinations because of weather conditions. Ice and snow mitigation treatments on walks, steps, and streets are repeated throughout the day as conditions warrant, but proper care and concern by everyone traveling across campus is still the best defense for a safe journey. In addition, proper snow and ice traction tires are advisable during the winter months. It is not possible to keep campus free of snow and ice at all times. Primary responsibility for personal safety resides with the individual... Drive safely, walk cautiously and exercise care when traversing campus on foot or in a vehicle.

Report unsafe/slick areas of concern by calling Facilities Services, Work Management Center at 335-9000.