

# Snow Removal Checklist

## 1. Contractor Coordination Plan

### A. Have a Walk Through of your Facility

- Pre-Site assessment properly documenting current damages will help alleviate potential disputes

### B. Define and Discuss a Clear and Concise Scope of Work to be Completed

### C. Identify Areas Designated for Stock Piling and Storage of Snow

- Snow that is plowed should be pushed and piled towards the low areas of a facility in order to insure proper water runoff

### D. Clear Communication of Priority Areas that are to be Plowed

- Entrance and exits, rooftop access, man doors, dock doors and loading docks
- Emergency exits and fire lanes

### E. Identify Hidden Obstructions & Known Obstacles in Snow Removal Areas

- Important items should include fire hydrants, utilities, gas valves and electrical boxes

### F. Have a Communication Plan for all Hours of Operation

- Emergency contacts
- Phone list of key personnel to contact 24/7
- Contacts for shift changes if necessary
- Contractor key point of contacts

### G. Confirm Shift Changes and Critical Hours of Operations

### H. Discuss & Identify Ice Melt Products

- A clear understanding and list of specific ice melt products that should be used on asphalt vs. concrete areas

### I. Develop & Review a Copy of the Facility's Site Map

- A detailed map indicating the items listed above

## 2. Facility Preparation

### A. Proper Demarcation of the Following:

- Asphalt and concrete curb lines
- Edges of pavement
- Fire hydrants and building fire appurtenances
- Fire lanes
- ADA ramps
- Drains & inlets
- Fueling stations
- Gas valves

### B. Confirm all Inlets & Drains are Clear from any Dirt & Debris

- Clogged inlets may cause serious hazards in freezing temperatures and may cause large puddling on the surfaces

### C. Trim Trees & Bushes Tight Against Asphalt & Concrete Curbs where needed

### D. Clearly Identify the Location of Low Hanging Lines

## 3. During & Post Operational Snow Removal Activities

### A. Communicate Shift Turn Over Schedules & Critical Hours of Operation

- Contact numbers for point of contacts

### B. Have a Clear Understanding of the Location of Employee Parking, Stock Piling of Snow, and Staging of Equipment

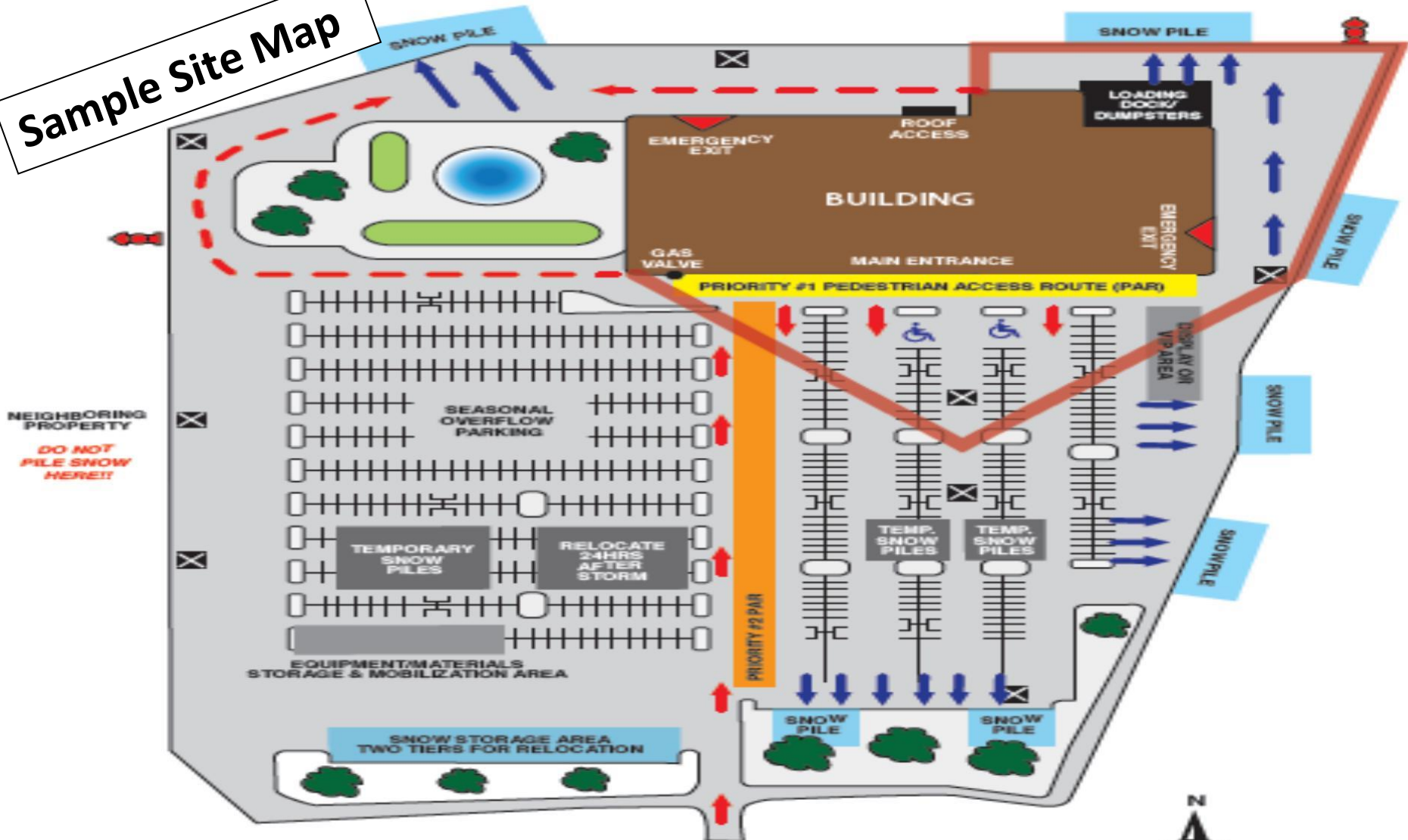
### C. Perform a Post Visual Inspection Confirming the Following:

- All emergency exits and fire lanes are clear and accessible
- Insure all down spouts and drains are working properly
- Confirm clear visibility around snow piles and the staging of equipment

### D. Have Communication with the Contractor After Services are Completed



# Sample Site Map



- LEGEND:**
- PRIORITY #1 BOUNDARY AREAS
  - PRIORITY #1 PEDESTRIAN ACCESS ROUTE (PAR)
  - PRIORITY #2 PEDESTRIAN ACCESS ROUTE
  - PRIMARY ROADS & DRIVE LANES
  - SNOW CLEARING DIRECTION

X STORM DRAIN

