

DRAFT

**MSU Facilities Management Division**  
**Snow Removal Plan**  
(REV: 8/18/2009)

**PURPOSE**

The purpose of this plan is to outline the responsibilities and necessary steps needed to remove all snow from the campus in a timely manner and thereby ensure students, faculty, staff, and guests of the University have a safe and accessible campus.

**IMPLEMENTATION**

In the winter season, which is typically 1 November through 15 March, the Facilities Management Division will provide 24-hour snow removal coverage for most of the work week.

- From Sunday evening (10:30 PM) through Friday afternoon (4:00 PM), this coverage will be accomplished using a three-shift rotation made up of grounds, general repair and general maintenance workers.
- From 4:00 PM Friday through 10:30 PM Sunday, the snow removal responsibility shifts to Grounds personnel and a pool of identified individuals who are both qualified to operate snow removal equipment and who have expressed an interest in working overtime.

**Day Shift (7:30 AM – 4:00 PM; Monday-Friday)**

Shift Lead: Tom Nelson (Grounds) (cell phone # 327-9152)  
Alternate Lead: Tom Wilson (Grounds)  
Team Members: Bernie Kozitza (Grounds)  
Ron Erickson (Grounds)

(If additional personnel are needed, the Director of Physical Plant and Director of Building Services will be notified to determine if manpower can be supplied from their areas)

**Mid Shift (3:00 PM – 11:30 PM; Sunday-Thursday)**

Shift Lead: Dar Hanson (GMW) (cell phone # 327-6893; Mon.-Fri.)  
Alternate Lead:  
Team Members: Mike Schueneman (GRW; Sun.-Thurs.)

**Night Shift (10:30 PM – 7:00 AM; Sunday-Thursday)\***

Shift Lead: Rick Grieger (cell phone # 327-8510)  
Alternate: Lisa Brady (cell phone # 327-9146)  
Team Members: Keith Edstrom (GMW)  
Jerry Wright (GRW)  
Rich Wegner (GMW)  
Todd Kopischke (GMW)

\* During the interims (winter and spring) when the night-shift is on days, the day shift will cover the snow plan.

**Weekend Shift (4:00 PM Friday through 10:30 PM Sunday)**

Shift Lead: Tom Nelson (cell phone # 327-9152)  
Alternate Lead: Tom Wilson (Grounds)  
Team Members: Ron Erickson (Grounds)  
Bernie Kozitza (Grounds)

There may be occasions when additional personnel are needed because sufficient Grounds staff are not available, or perhaps the snow fall is sufficiently great that non-Grounds personnel are needed to supplement the regular Grounds staff. In the event this occurs, the Shift Leader will call in individuals who are qualified to operate snow removal equipment, and who have expressed an interest in working overtime. This list of individuals will be developed prior to the start of each snow removal season and will be maintained by the Physical Plant Director. A good-faith effort will be made to ensure all individuals on the list are afforded an equitable opportunity throughout a snow removal season to work overtime.

## **RESPONSIBILITIES**

### **Physical Plant Director**

- Review the Snow Plan with the Building Services Manager annually in early August and update with personnel changes as appropriate.
- Prior to the start of the snow season, assemble all shifts in August and review procedures and priorities for the upcoming snow removal season. Ensure the Security Dispatch Supervisor is included in the review.
- Prior to the start of the snow season, develop a list of individuals who are both qualified to operate snow removal equipment and who have expressed an interest in working overtime in the event of an emergency call-in.
- Review equipment, vehicle and supply status
- Assign personnel if needed to the appropriate shift to ensure 100% coverage
- Ensure vehicle/equipment training is conducted prior to the start of the season
- Provide Security the Grounds “on-call” list that will be used for weekend snow removal.

### **Security**

- From Friday 4:30 PM through Sunday 10:30 PM, notify the Grounds Manager (Tom Nelson) or his designated representative when he is not available, when ½ inch of snow has fallen. The Grounds designated representative is found on the Grounds “on-call” list that will be provided to Security prior to the start of the snow removal season.

### **Shift Leader**

- Carry cell phone
- The Day Shift Leader (Tom Nelson) will conduct initial training for all shifts prior to snow removal season. Training will cover hands equipment/vehicle use, location of supplies and equipment, safety, routine maintenance, snow removal priorities, how/where to purchase gas/diesel, and a review of the snow removal plan. The Day Shift Leader will also ensure that any supplies needed by all shifts (e.g., sand) are available for all shifts use
- Monitor snowfall and once ½ inch of snow has fallen, notify the shift team members to report to Blakeslee Stadium. In the event a heavy snowfall is forecast, form the team immediately when snow initially begins to fall and do not wait for the ½ inch accumulation.
- Assign team members to various pieces of equipment
- Assign team members to clean various areas of campus
- When additional personnel are needed on weekends for emergency call-ins, use the list of individuals that the Physical Plant Director developed. The list includes those who are both qualified to operate snow removal equipment and who have expressed an interest in working overtime.
- Check the progress of all team members intermittently throughout the shift in order to determine if they are having any problems or to reassign them to higher priorities areas.
- At the end of a shift, meet with the next Shift Leader and brief him/her on what was accomplished and what still needs to be done by the follow-on shift
- Ensure vehicles/equipment are gassed up and restocked as appropriate for the next shifts use. This may require that the entire shift report back to Blakeslee Stadium approximately 30 minutes before the end of the shift
- Notify vehicle maintenance of any damage/needed repairs
- Take all necessary actions to ensure a safe working environment for all team members (e.g., make sure vehicles are in good working order, team members are not exposed to prolonged cold, cease all snow removal operations during a white out, etc...).

### **Team Members**

- Report to the stadium when directed to by the Team Leader
- Assist in snow removal operations
- Make a progress report at the end of the shift to the team leader as to what areas were cleaned and any problems that were encountered during the shift
- Notify Shift Leader of needed equipment/vehicle repairs

### **General Maintenance Workers Assigned to Buildings**

- Maintain building entrances using shovels and small snow blowers.

### **PRIORITIES**

Refer to attachments 1-3 to determine which areas need to be cleared of snow in priority order.

### **PROPERTY OWNERSHIP**

MSU does not plow Stadium Road or Warren Street as the City of Mankato and Blue Earth County are responsible for these roads. MSU is responsible for plowing the following roads:

- Maywood Avenue to east to Trafton East
- East Road
- West Road
- South Road
- Ellis Avenue north to Val Imm/Birchwood

## **EQUIPMENT**

Snow removal equipment consists of the following:

- (2) Skid loaders with the following attachments:
  - (1) broom
  - (2) buckets
  - (2) sanders
  - (1) blade
  - (1) snow blower
- (2) Front-end loaders with the following attachments:
  - (2) buckets
  - (2) blades
  - (1) snow pusher
- (4) Toro Groundmaster mowers outfitted with Cozy Cabs and the following attachments:
  - (3) brooms
  - (1) blower
- (2) Pickups with blades with the following attachment:
  - (1) tailgate sander
- (1) Tool Cat