POLICY

Revised: 11/01/2020
Approved By: John Furman, Director of Facilities Management

Cancels: See Also: POL-U5400.04 Suspending University Operations

POL-5700.15 SNOW REMOVAL & CLEAN-UP PLAN

Applies to a heavy snow fall response by Campus personnel in other than normal duty hours. A light snow or ice event would call for a more tailored response, using this policy only as a general guideline. The intent of this policy is to provide snow removal Monday through Friday for daytime University operations. Evenings and weekend responses are to be addressed per the Limited Response Procedures on a case by case basis. This policy also addresses snow and ice event cleanup for compliance with Storm Water Management.

1. Responsibility

It is the responsibility of all students, faculty and staff to dress appropriately taking into account proper footwear for slippery conditions. Extra caution is advised at building entrances where hard surface floors come in contact with the ice melt also resulting in slippery conditions.

2. Management & Coordination by Campus Staff

Facilities Management Outdoor Maintenance Supervisor will manage and coordinate the overall snow removal efforts for the University. Departments will follow their typical chain of command for assignments.

The following department personnel are involved and will coordinate with their appropriate chain-of-command and the Outdoor Maintenance Supervisor for overall assignment directions:

- Vice President Business & Financial Affairs
- Facilities Management - Director
- Facilities Development - Director
- Communications & University Relations – Director
- Environmental Health & Safety - Director
- Facilities Management Outdoor Maintenance
- Facilities Management - Assistant Director- Building Operations

- University Police Department (UPD)
- University Residences – Associate Director University Residences
- Facilities Management – Fleet Maintenance
- Facilities Management – Shop Supervisors
- Viking Union – Operation Manager
- Wade King Recreational Center – Assistant Director

Attachments:

- Equipment Routes – Snow Removal Map updated 11-01-2020
- Lincoln Creek Park and Ride Snow removal plan- 11-01-2020
- Limited Response Plans updated 11-01-2020

ID	Building Name
AA	ART ANNEX
AB	ARCHIVES BUILDING
AC	ADMINISTRATIVE SERVICES CENTER
AH	ARNTZEN HALL
AI	ACADEMIC INSTRUCTIONAL CENTER - EAST
AL	ALUMNI HOUSE
AN	ANTENNA BUILDING
AR	ARMORY
AS	ARMORY MOTOR POOL SHED
AW	ACADEMIC INSTRUCTIONAL CENTER - WEST
BA	BIRNAM WOOD BUILDING 1
BC	BIRNAM WOOD COMMUNITY
BD	BIRNAM WOOD BUILDING 2
BE	BIRNAM WOOD BUILDING 3
BG	BIOLOGY GREENHOUSE
BH	BOND HALL
BI	BIOLOGY BUILDING
BJ	BIRNAM WOOD BUILDING 4
BK	BOOKSTORE
BL	BIRNAM WOOD LAUNDRY
BS	BUS SHELTER
BT	BUCHANAN TOWERS
BU	BIRNAM WOOD BUILDING 5
BV	BIRNAM WOOD BUILDING 6
BY	BIRNAM WOOD BUILDING 7
CA	CANADA HOUSE
CB	CHEMISTRY BUILDING
CF	COMMUNICATION FACILITY

LEGEND

- SAND TRUCK #1 WITH PLOW
- SAND TRUCK #2 WITH PLOW
- YARDMAX POWER BROOMS
- POLARIS UV w/ BROOM
- JOHN DEERE GATOR w/ PLOW
- SMALL PICKUP #1 WITH PLOW (parking lots)
- SMALL PICKUP #2 WITH PLOW (parking lots)
- SMALL PICKUP #3 WITH PLOW (parking lots)
- SMALL PICKUP #4 WITH PLOW (parking lots)
- TORO 3280 #1 w/ PLOW
- TORO 3280 #2 w/ PLOW

THIS AREA CLOSED DURING SNOW EVENTS

THIS AREA CLOSED

ROUTE INCLUDES LINCOLN CREEK PARKING LOT

LEGEND

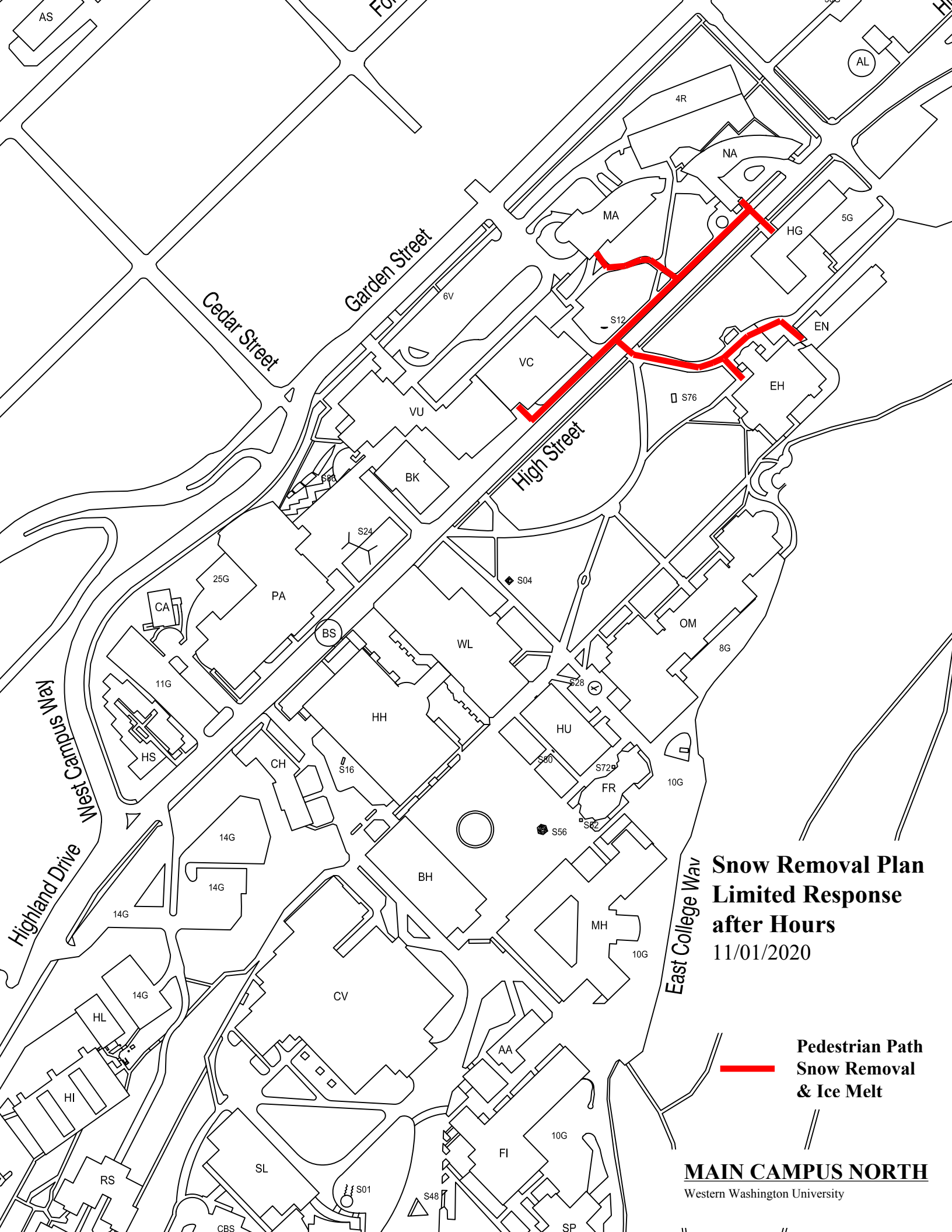
- SPACE
- A ACCESSIBLE PARKING
- C COIN-METERED PARKING
- L LOADING ZONE
- M MAINTENANCE PARKING
- R RESERVED PARKING
- V VISITOR

EQUIPMENT ROUTES FOR SNOW REMOVAL

Updated: 11-01-2020

LINCOLN CREEK PARK & RIDE

SNOW REMOVAL AREA
(marked in green highlight) 11/01/2020



Snow Removal Plan
Limited Response after Hours

11/01/2020

Pedestrian Path Snow Removal & Ice Melt

MAIN CAMPUS NORTH

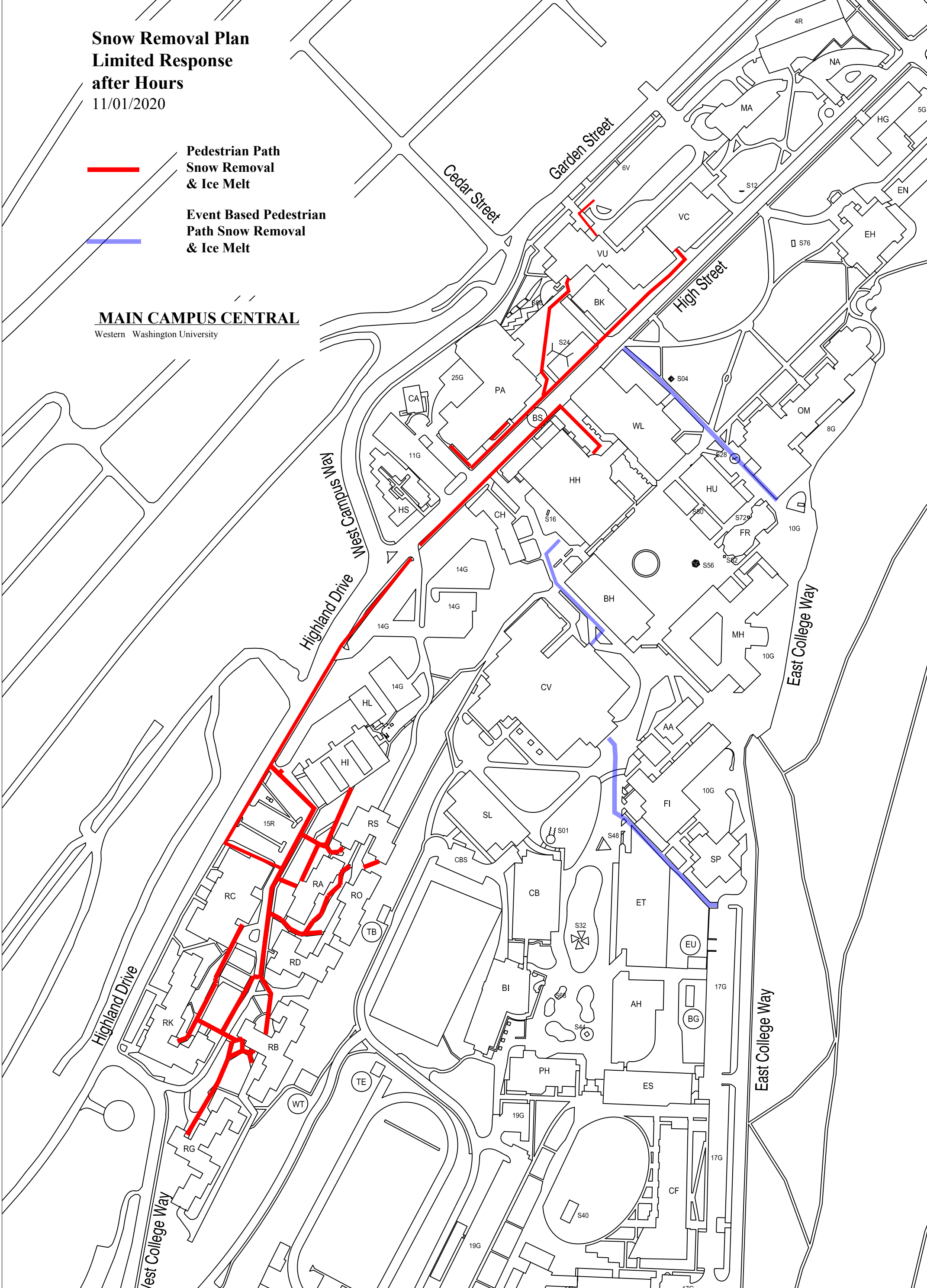
Western Washington University

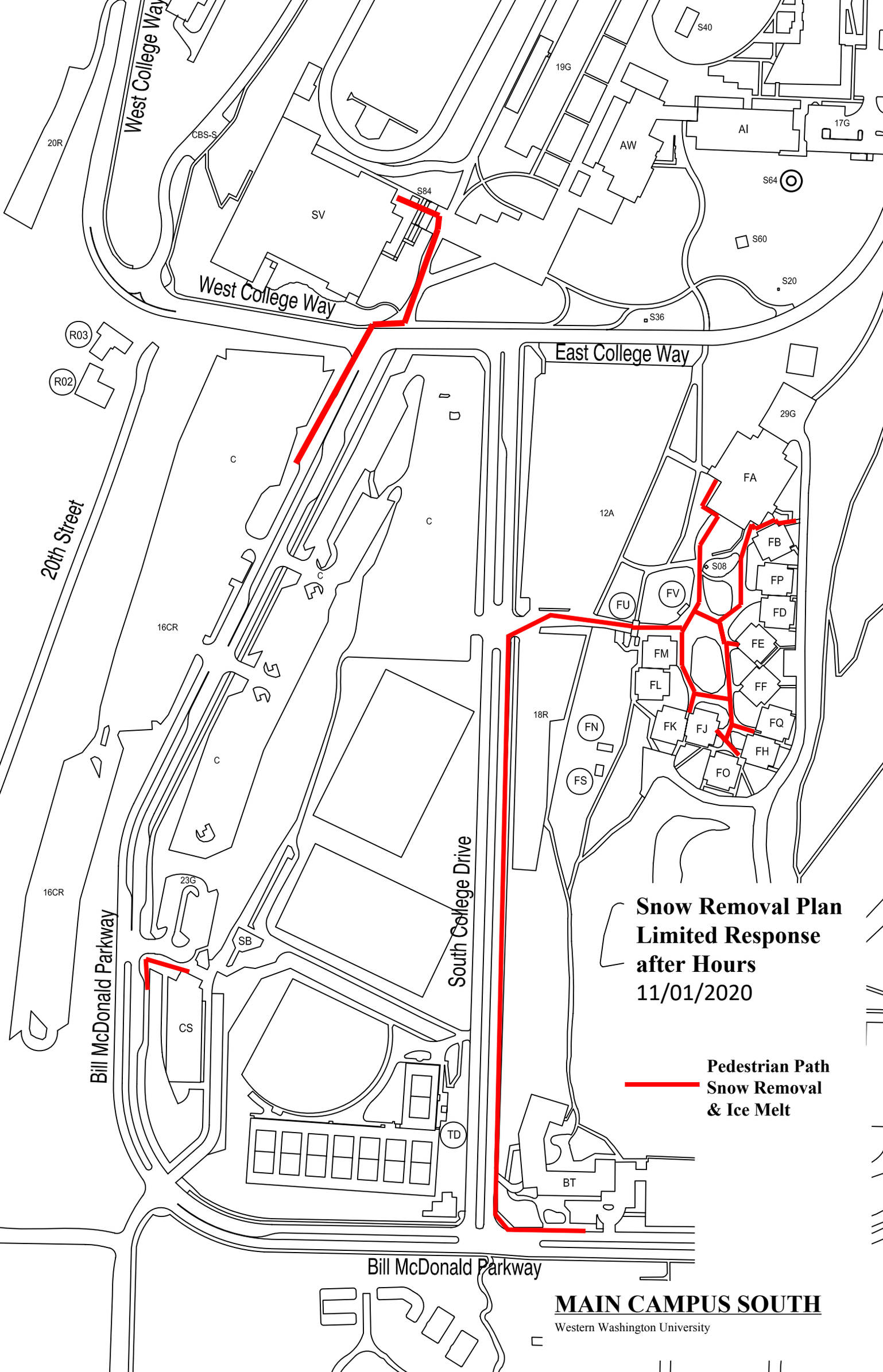
Snow Removal Plan
Limited Response after Hours
11/01/2020

Pedestrian Path Snow Removal & Ice Melt

Event Based Pedestrian Path Snow Removal & Ice Melt

MAIN CAMPUS CENTRAL
Western Washington University





Snow Removal Plan
Limited Response
after Hours
11/01/2020

Pedestrian Path
Snow Removal
& Ice Melt

MAIN CAMPUS SOUTH

Western Washington University

PROCEDURE

Effective Date: 11/01/2020
Approved By: John A. Furman, Director of Facilities Management

PRO-5700.15.01 SNOW REMOVAL & CLEAN-UP: WEEKDAY DAYTIME

Action by:	*Action:*
Outdoor Maintenance Supervisor	1. **Provides** and **delivers** a reasonable quantity of de-icer to the following personnel for their department's use: • Academic Custodial Services • University Residences Custodial Services Manager – deliver to University Residences warehouse. • Viking Union Operations Manager • Wade King Recreational Center Business Manager
	2. Upon request, **makes** MSDS sheets available to users.
	3. **Determines** need during normal business hours for a pre-application of de-icer and/or sand based on the forecast of potential snow or freezing rain for pre-treatment of walkways only. If effective, other areas will be considered. If needed, a call out can take place for pre-application, but typically this is done during normal business hours.
	4. **Notifies** FM Director of the start time of pre-application
	5. **Notifies** the FM Assistant Director - Building Services of the start time of pre-application to allow them to address slip hazards within their facilities due to the slippery reaction between the de-icer and hard surface floor finishes.
Outdoor Maint. Staff	6. **Performs** pre-application of de-icer.
University Police Department (UPD)	7. **Notifies** the Steam Plant when snow removal or additional de-icer applications are needed.
Steam Plant	8. **Notifies** the Outdoor Maintenance Supervisor when snow removal or additional ice melt applications are needed.

PROCEDURE

Action by:	*Action:*
Outdoor Maint. Supervisor	9. **Verifies** the need for snow removal or additional de-icer /sand applications with UPD and to get a sense of current roadway conditions.
	10. **Contacts** FM Director to discuss whether snow removal efforts are needed and determine if the FM Director is needed on campus
	11. **Recommends** personnel call-out procedures for personnel to commence, adjusted as needed by weather conditions.
FM Director	12. **Assists** the Vice President of Business & Financial Affairs (VP, BFA) on determining implementation of Suspended Operations: • **Comes** to campus, (typical occurrence on the day of before classes between 4:00 and 5:00 a.m.). • **Drives** campus roads and walk central campus pathways with the Outdoor Maintenance Supervisor. **Assesses** the work effort possible prior to general campus use of campus roads, parking lots and walkways. • **Determines** conditions via phone and/or computer access weather information, Whatcom Transportation Authority (WTA) operations, Bellingham Schools' closures, and University Police information. • **Advises** the VP, BFA of recommendation to implement Suspended Operations for campus or not (typical occurrence on the day of before classes about 5:30 a.m.).
VP, BFA	13. **Consults** with President as appropriate to determine course of action based on condition of campus, WTA operations, and continuing weather forecast: • **Closes** Campus and **cancels** classes (Suspended Operations) Or • **Delays** classes
	14. **Advises** FM Director of decision.
FM Director	15. **Contacts** the Director of Communications & University Relations with the positive Suspended Operations decision.

PROCEDURE

Action by:	*Action:*
Director, Communications & University Relations	16. **Advises** the Facilities Development Director of the Implementation of Suspended Operations.
	17. **Publishes** an appropriate message on the Storm Line (650-6500).
	18. **Uses** the Western Alert system to notify students, faculty and staff. The Western Alert system includes email, text messages and messages on the University's web homepage.
	19. **Contacts** various media as required such as KGMI Radio (AM 790). Typical occurrence on a day before classes should have Storm Line updated no later than 6:00 a.m. with notification via email, web homepage and media at about the same time. (Earlier if possible so our call is by 5:45 a.m.)
Outdoor Maint. Supervisor	20. **Informs** UPD Dispatch that snow removal call-out procedure is being implemented.
	21. **Calls** out Utility Workers to perform TSK-5700.15A thru TSK-5700.15I.
	22. **Calls** Grounds and Nursery Spec. 4 to commence Grounds and Nursery Services Spec. 2 call outs to perform TSK-5700.15J.
	23. **Calls** Fleet Maintenance Supervisor to report to the Maintenance shop at the appropriate time to assist in the installation of chains as well as incidental repairs.
	24. **Advises** the Assistant Director- Building Services of snow removal operations and whether or not exterior assistance is required. Assistant Director will redirect the custodians per the Custodian guidelines listed in TSK-5700.15K and TSK-5700.15L

PROCEDURE

Action by:	*Action:*
	25. **Calls** the Academic Maintenance Supervisor and the Auxiliary Maintenance Supervisor when assistance is needed for clear walking paths to buildings. **Indicates** the number of personnel needed.
	26. **Advises** the Viking Union Operations Manager commencement of snow removal operations and whether or not exterior assistance is required such that Viking Union Custodians can be redirected to perform snow removal duties when they report to work.
	27. **Advises** the Wade King Student Recreation Center Assistant Director for Facilities Maintenance commencement of snow removal operations and whether or not exterior assistance is required such that Student Recreation Custodians can be redirected to perform snow removal duties when they report to work.
Grounds & Nursery Services Specialist 4	28. **Reports** to the OM Shop at the designated time, dependent on accumulation and/or current weather predictions.
	29. **Contacts** Grounds & Nursery Services Specialist 2 staff to report to the OM Shop at the appropriate time deemed to perform TSK-5700.15J.
Fleet Maintenance Supervisor	30. **Contacts** Fleet Maintenance staff to report to the Maintenance shop at the appropriate time. The Fleet Maintenance Supervisor will contact the Academic Maintenance Supervisor and/or the Auxiliary Maintenance Supervisor if additional assistance is required, indicating how many Maintenance Mechanic 2 personnel are needed.
FM Shop Supervisors	31. **Contacts** Shop personnel with outdoor weather Personal Protective Equipment to report as requested to perform TSK-5700.15N.
Assistant Director-Building Services	32. **Contacts** custodial staff when requested to perform TSK-5700.15K and TSK-5700.15L
	33. **Contacts** Aramark for dining services related impacts.

PROCEDURE

Action by:	*Action:*
VU Operations Manager	34. **Contacts c**ustodial staff when requested to assist in snow removal efforts.
Wade King Assistant Director for Facilities Maintenance	35. **Contacts** custodial staff when requested to assist in snow removal efforts.
Environmental Health and Safety (EHS)	36. **Monitors** conditions on University grounds during snow removal operations and reports areas of particular concern to the Outdoor Maint. Supervisor (radio #70, cell # 360-303-7926), or Utility Worker Lead (radio #71, cell # 360-820-1298)
Facilities Development Director	37. **Contacts** Public Works contractor throughout campus as needed when Suspended Operations are implemented
Outdoor Maint. Supervisor	38. **Determines** when to commence clean-up in order to prevent sand applied to streets and walkways from entering the storm drainage system.
Utility Workers	39. **Provide** clean-up via Sweeper truck to all sanded areas reachable by the machine to include: * Fairhaven access road * South College Way * East College Way * Access road behind Wade King Recreation Center * Intertie between Miller Hall and College Hall
Grounds & Nursery Services Specialists	40. **Provides** clean-up of sand on all walkways where applicable.
Custodial Staff	41. Provides clean-up of sand on building entries where applicable.
Clean-up Reference:	
Clean- up Attachment:	WWU's Best Management Practices (BMP) Limited Response Plans updated 11-01-2020

PROCEDURE

Effective Date: 11/01/2020

Approved By: John Furman, Director of Facilities Management

Cancels:

PRO-5700.15.02 SNOW REMOVAL & CLEAN-UP: LIMITED RESPONSE FOR EVENING & WEEKEND OPERATIONS

Action by:	*Action:*
Outdoor Maint. Supervisor	1. As needed, **contacts** individuals listed in PRO-5700.15.01, #21-28 as needed.
Utility Workers and Grounds & Nursery Services Specialists	2. **Removes** snow and/or **applies** de-icer on the roads and paths shown on the Limited Response Plans. This may require a combination of hand work and path clearing equipment. **Coordinates** with the various custodial assignments.
University Residence Custodial Staff	3. **Provides** hand work to remove snow and/or apply de-icer as needed on the paths shown on the Limited Response Plans within 10' of the building entrances for University Residence buildings.
Viking Union Custodial Staff	4. **Provides** hand work to remove snow and/or apply de-icer as needed on the paths shown on the Limited Response within 10' of the building entrances for the Viking Union.
Wade King Recreation Center	5. **Provides** hand work to remove snow and/or apply de-icer as needed on the paths shown on the Limited Response Plans within 10' of the building entrances for the Wade King Recreation Center.
Outdoor Maint. Supervisor	6. **Provides** notification to the following that limited response procedures are in effect: • Fred Ramage, Manager of CFPA Operations: 650-7711 • Performing Arts Box Office: 650-6103 • Library Circulation / Information Desk: 650-3084 • Assoc. Director, UR Facilities Terence Symonds: 650-7322
	7. **Determines** when to commence clean-up in order to prevent sand applied to streets and walkways from entering the storm drainage system.

PROCEDURE

Action by:	*Action:*
Utility Workers	8. **Provides** clean-up of sand on roadways and parking lots where applicable. Include
Grounds & Nursery Services Specialists	9. **Provides** clean-up of sand on all walkways where applicable.
Custodial Staff	10. **Provides** clean-up of sand at building entries where applicable.
Reference:	WWU's Best Management Practices (BMP)
Attachment:	Limited Response Plans updated 11/01/2020

TASK OUTLINE

Effective Date: 11/01/2020
Approved By: John Furman, Director of Facilities Management

TSK-5700.15A LEAD UTILITY WORKER

When the Utility Workers are called out to work, the Lead Utility Worker:

1. **Is** the main contact person for the Utility Workers.
2. **Proceeds** immediately to the Outdoor Maintenance Shop.
3. **Assists** with the attachment of the snow equipment as needed.
4. **Backs-up** all Utility Worker assignments.
5. **Relays** emergency messages to Utility Workers operating sanders, tractors, graders, and shovels and spreaders.
6. **Monitors** de-icer supplies and sand pile and **keeps** them appropriately stocked based on estimated storm duration.
7. **Stays** in close contact with Outdoor Maintenance Supervisor to provide quick response as needed.

TASK OUTLINE

Effective Date: 11/01/20120
Approved By: John Furman, Director of Facilities Management

TSK-5700.15B UTILITY WORKER – SANDING TRUCK #1 WITH PLOW OPERATOR

The operator:

1. **Proceeds** with attaching the plows and sanding equipment to trucks in preparation for snow plowing.

2. **Clears** the following route (only clear City streets as needed for the route). Refer to Equipment Route Map

   - Physical Plant yard(as needed)
   - Birnam Wood entries
   - Lincoln Creek Transportation Center (LCTC) entry and parking area as needed
   - Administration Services building entries and parking areas as needed
   - Fairhaven access road
   - South College Drive, East and West College Ways, and the service road behind the Recreation Center to the Biology building
   - Road north of track to the end of Wade King service road
   - All accessible roads in the Ridgeway complex including Highland Hall

3. **Proceeds** with the remaining roads and parking lots accordingly, thereafter.

4. If the amount of snow does not warrant a plow (1½" or less), **assists** with general snow removal as directed by the Outdoor Maintenance Supervisor.

5. May **apply** de-icer via truck spreader for large distribution areas and/or broadcast spreader for larger walkways.

TASK OUTLINE

Effective Date: 11/01/2020
Approved By: John Furman, Director of Facilities Management

TSK-5700.15C UTILITY WORKER – SAND TRUCK #2 WITH PLOW OPERATOR

The operator:

1. **Proceeds** with attaching the plows to trucks in preparation for snow plowing.

2. **Clears** the following route as needed (only clear City streets as needed for the route). Refer to Equipment Route Map:
   - East College Way to Old Main (rear parking lot, 8G)
   - Inter-tie road (between Miller Hall and Fine Arts) to High Street
   - High Street
   - VU service road
   - Access road to 4R & 6V Parking lots
   - Oak Street, Indian Street
   - Alley between Lot 3R and 7G
   - Edens Hall North service road

3. **Proceeds** with the remaining roads and parking lots accordingly, thereafter.

4. If the amount of snow does not warrant a plow (1½" or less), **assists** with general snow removal as directed by the Outdoor Maintenance Supervisor.

5. May **apply** de-icer via truck spreader for large distribution areas and/or broadcast spreader for larger walkways.

TASK OUTLINE

Effective Date: 11/01/2020
Approved By: John Furman, Director of Facilities Management

TSK-5700.15D UTILITY WORKER YARDMAX POWER BROOM OPERATOR

The operator:

1. **Operates** the Power Brooms at the central core of campus. Refer to Equipment Route Map.

2. **Removes** snow from the following priority areas:
   - Bill MacDonald walkways from S. College to Wade King Rec. Center
   - Walkways in front of Wade King Rec. Center
   - Walkways north on Highland Drive from West Campus drive continuing down High Street to Oak Street
   - Walkways in and around Old Main Quad area

3. **Assists** Gardeners with steps and entries after the walkways are cleared, as needed.

4. May **apply** de-icer via truck spreader for large distribution areas and/or broadcast spreader for larger walkways.

TASK OUTLINE

Effective Date: 11/01/2020
Approved By: John Furman, Director of Facilities Management

TSK-5700.15E UTILITY WORKER – POLARIS UV WITH BROOM OPERATOR

The operator:

1. **Operates** the Polaris Utility Vehicle on pathways beginning at the Rose Garden and **works** south through Red Square, across the inter-tie through Haskell Plaza, along the walkways around Carver Field toward Carver Gym. Refer to Equipment Route Map.

2. **Clears** paths on major walkways; **removes** snow from the paths leading to building entrances.

3. **Assists** Grounds/Nursery Service Specialists with steps and entries after the walkways are cleared, as needed.

4. **Applies** de-icer via spreader for large distribution areas and/or broadcast spreader for larger walkways.

TASK OUTLINE

Effective Date: 11/01/2020
Approved By: John Furman, Director of Facilities Management

TSK-5700.15F UTILITY WORKER – JOHN DEERE GATOR OPERATOR

The operator:

1. **Operates** the John Deere Gator on pathways beginning at Buchanan Towers and **works** north along South College to the Fairhaven Complex. Refer to Equipment Route Map.

2. **Clears** path north toward the AIC Buildings; **removes** snow from the main walkways around both east and west buildings.

3. **Assists** Grounds/Nursery Services Specialists with steps and entries after the walkways are cleared, as needed.

4. May **apply** de-icer via spreader for large distribution areas and/or broadcast spreader for larger walkways.

TASK OUTLINE

Effective Date: 11/01/2020
Approved By: John Furman, Director of Facilities Management

TSK-5700.15G UTILITY WORKERS – SMALL PICKUPS with PLOWS OPERATORS

The operator:

1. **Operates** one of the small pickups with plows across campus, concentrating on the parking lots. Refer to Equipment Route Map.

2. **Removes** snow from the following Parking lots beginning with all ADA parking stalls:
    - 7G, 8G, 10G, 11G, 17G, 19G, 25G, 32G, 33G
    - 1R, 3R, 4R, 5R, 14R, 15R, 18R, 27R
    - 6V

3. **Assists** Grounds/Nursery Services Specialists with steps and entries after the walkways are cleared, as needed.

4. May **apply** de-icer via truck spreader for large distribution areas and/or broadcast spreader for larger walkways.

TASK OUTLINE

Effective Date: 11/01/2020
Approved By: John Furman, Director of Facilities Management

TSK-5700.15H UTILITY WORKERS – TORO 3280 BRUSH OPERATORS

The operator:

1. **Operates** one of the Toro's with brushes in the parking lots south campus. Refer to Equipment Route Map.

2. **Removes** snow from the following Parking lots:
   - 12A, 18R
   - C-Lots (where applicable)

3. **Assists** Grounds/Nursery Services Specialists with steps and entries after the parking lots are cleared, as needed.

TASK OUTLINE

Effective Date: 11/01/2020
Approved By: John Furman, Director of Facilities Management

TSK-5700.15I UTILITY WORKER – CHAIN UP & EQUIPMENT SUPPORT

The Utility Worker:

1. **Chains** up vehicles in the following priority (with prior notification to Fleet Maintenance personnel ahead of time):

   - Sander truck with snow blade
   - Flatbed truck with snow blade
   - Other vehicles as required

2. **Performs** usual shop duties relating to snow removal, such as equipment installation and loading sand and/or de-icer for the sanders.

3. May **apply** de-icer via truck spreader for large distribution areas and/or broadcast spreader for larger walkways.

TASK OUTLINE

Effective Date: 11/01/2020
Approved By: John Furman, Director of Facilities Management

TSK-5700.15J GROUNDS & NURSERY SERVICES SPECIALISTS

The Grounds & Nursery Services Specialists' purpose is to provide snow and ice removal tasks that do not require riding equipment:

1. **Clears** one walking path to each building, starting with eateries.

2. **Prioritizes** wheelchair accessible routes of travel when determining a designated inclement weather pathway to each building including curb cuts (e.g. the path cleared from Red Square to Haskell Plaza should include the wheelchair ramp as well as the steps).

3. **Clears** paths and **spreads** de-icer and/or sand on steps and slippery walkways in their areas at the beginning of the snow removal operation and thereafter, as needed.

4. **Targets** the ADA parking areas behind Old Main to the Rose Garden, Edens Hall south towards the core of campus, the ADA parking space in 10G to Humanities Hall, the ADA parking spaces at 17G parking to Haskell plaza, and the ADA parking space at Fairhaven College with accompanying path to the Fairhaven Academic building by 9:00am.

5. **Barricades** very dangerous walks, stairs, and paths until the dangerous situation can be eliminated (inform the Outdoor Maintenance Supervisor).

6. **Shovels** and **sweeps** clean all walks and steps where and when appropriate before de-icer is applied.

7. As needed, **hand broadcasts** de-icer and/or sand in small areas.

TASK OUTLINE

Effective Date: 11/01/2020
Approved By: John Furman, Director of Facilities Management

TSK-5700.15K ACADEMIC CUSTODIAL SERVICES

Academic Custodial Services (ACS) will modify the normal custodial schedule to ensure the safety of the clients (students, staff, and faculty) during a winter weather event. During a winter weather event, the coordination of the ACS team's winter weather operations and personnel assignments will be overseen by the FM Assistant Director- Building Services, who will work in conjunction with the Outdoor Maintenance Supervisor to support the overall Western Washington University response to such event.

Emergency Response Duties:

1. **Shovels** or **sweeps** the snow from all building entrances for the Academic buildings that ACS currently services. ACS will shovel or sweep the exterior entrance area to 10' out from the entrance and up to 3' on either side of the door. Additional snow removal services can be requested by the Outdoor Maintenance Supervisor and will be performed by the HLD ACS Winter Response Team.

2. **Spreads** a de-icer at all building entrances for the Academic buildings that ACS currently services. ACS will de-ice the exterior entrance area to 10' out from the entrance and up to 3' on either side of the door. Additional de-icing services can be requested by the Outdoor Maintenance Supervisor and will be performed by the HLD ACS Snow Removal Team.

3. **Mops** all snow or water that has tracked into the interior portion of all building entrances currently serviced by ACS. ACS will mop all areas where snow or water has been tracked onto the floors.

4. **Installs** walk-off mats at all building entrances where an installed entry mat (in-floor or standard) is not normally in place. ACS will also install additional walk-off mats in the areas where the current walk-off matting is not preventing snow or water from being tracked into the building.

5. **Places** wet floors signs at all building entrances to warn the staff of potential safety issues due to winter conditions (exterior of the entrances) and wet floors (interior of the entrances).

6. Spot **mops** the floors throughout all the buildings that ACS services to ensure that all snow or water is removed to prevent potential slips and falls by the client. These areas include entrances, lobbies, hallways, classrooms, stairs, and public areas. Building entrances and adjoining areas must be given consistent attention during the event.

7. **Uses** an auto-scrubber to neutralize the floors with vinegar and remove ice / snow melt in all clients' areas, with a focus on building entrances, main hallways, and public areas. If auto scrubbing is not an option to perform this service, a micro fiber mop and acidic neutralizer can be used.

8. **Barricades** any dangerous walks, stairs, and paths until the dangerous situation can be mitigated or removed. ACS will inform the Outdoor Maintenance Supervisor of any dangerous situation immediately upon identifying the concerns.

Custodial Service Priorities:

ACS will perform the normal duties only upon the completion of the emergency response duties. Those duties will be based on the priority system used currently by ACS when staffing levels vary. Each priority level will be completed prior to starting the next priority and will be overseen by the assigned Custodian lead and supervisor for the building.

- (Highest to Lowest)
- - All restrooms, locker rooms, health service areas, and physical education
- areas. This area is a daily requirement.
- - All entrances, hallways, waiting areas, and elevators.
  - All stairwells, classrooms, computer labs, research areas, study rooms, labs, and audiology/psychology examination rooms.
- (Lowest Priority) - All offices, lounges, and conference & meeting rooms.

HLD ACS Winter Response Team (ACS-WRT)

ACS will utilize a pre-assigned group from the ACS team to perform additional winter services when requested or assigned by the Outdoor Maintenance Supervisor. This team will perform services outside of the Academic Custodial area in support of the Outdoor Maintenance Team and the WWU response to winter conditions. The Outdoor Maintenance Supervisor will request the HLD ACS-WRT as needed. This team can be made essential personnel during winter weather events. The purpose of the team is to ensure the safety of the clients (students, staff, and faculty) during a winter weather event in areas outside of the normal scope of the ACS team. During a winter weather

event, the coordination of the ACS-WRT's winter weather operations and personnel assignments will be overseen by the Assistant Director- Building Services, who will work in conjunction with the Outdoor Maintenance Supervisor to support the overall Western Washington University response to such event.

Emergency Response Duties:

1. **Shovels** or **sweeps** the snow from all ADA entrances, exterior stairs, pathways, and sidewalks around the Academic buildings that ACS currently services. ACS-WRT will shovel or sweep the areas from the exterior entrances to an area maintained by Outdoor Maintenance Department. ACS-WRT will ensure that these shoveled areas are 5' wide at a minimum unless the sidewalk/pathway is narrower. A priority will be given to sidewalks and pathways leading to ADA entries and stairs.
2. **Spreads** a de-icing agent at all ADA entrances, stairs, pathways, and sidewalks around the Academic buildings that ACS currently services. ACS will de-ice the areas from the exterior entrances to an area maintained by Outdoor Maintenance Department. ACS-WRT will ensure that all areas that have been shoveled or swept are de-iced. In the case of an ice winter event, ACS-WRT will ensure that all ADA entrances, stairways, pathways, and sidewalks will be de-iced in their entirety unless Outdoor Maintenance Supervisor provides different instructions. A priority will be given to sidewalks and pathways leading to ADA entries and stairs.
3. **Monitors** assigned areas to ensure that they are properly maintained and kept safe for our clients.
4. **Provides** additional winter services as requested by the Outdoor Maintenance Supervisor.

TASK OUTLINE

Effective Date: 11/01/2020
Approved By: John Furman, Director of Facilities Management

TSK-5700.15L UNIVERSITY RESIDENCES CUSTODIAL SERVICES CUSTODIANS

Coordination of the custodial effort will be managed by the Assistant Director-Building Services. Unless otherwise directed, University Residence Custodians will report to work at their typical start time and be prepared to perform snow removal work as needed

1. **Clears** all University Residence building entrances and nearby steps.

2. As needed, **hand broadcasts** de-icer to melt ice and snow in small areas.

TASK OUTLINE

Effective Date: 11/01/2020
Approved By: John Furman, Director of Facilities Management

TSK-5700.15M FACILITIES MANAGEMENT SHOP SUPERVISORS

1. **Assigns** staff with ready access to outdoor weather Personal Protective Equipment (PPE) to assist Fleet Maintenance and Outdoor Maintenance as directed.

   Crews with full outdoor weather PPE are:

   - Roofers
   - Window Washers

   Crews with limited outdoor weather PPE are as follows; these crews should limit their outdoor exposure within the limits of their PPE:

   - Carpenters
   - Electricians
   - Plumbers
   - Maintenance Mechanics
   - Painters

TASK OUTLINE

Effective Date: 11/01/2020
Approved By: John Furman, Director of Facilities Management

TSK-5700.15N FACILITIES MANAGEMENT SHOP PERSONNEL

1. When required by the Outdoor Maintenance Supervisor, all FM Shop personnel with proper outdoor weather PPE **clear** walkways around Academic buildings.