

SNOW REMOVAL POLICY

1. Mandatory overtime will go into effect for all maintenance employees when snow removal is necessary. All fulltime maintenance employees must report to work by 7:00 a.m. if there is three or more inches of snow on the ground. Maintenance staff will be required to work after normal working hours if snow accumulates more than three inches. The maintenance supervisor will survey the development and determine if snow removal is necessary after 4:00 p.m.
2. The maintenance supervisor will assign one maintenance employee to be responsible for assuring all steps in the development and the area in front of the main office are clear and accessible at all times. This includes applying salt and removing any ice as necessary.
3. Maintenance will assure all sidewalks and parking areas are open with no blocked areas. This includes providing accessibility to the areas that the children must access to walk to school.
4. Once all common areas have been cleared the maintenance staff shall check the elderly sidewalks to assure all elderly residents are able to safely exit their units in the event of an emergency. This includes removing the snow/ice from individual units if necessary.
5. Breaks should be limited to fifteen minutes every two hours. Staff shall rotate breaks so two staff persons are working at all times to remove snow.
6. The maintenance supervisor shall survey the development upon arrival for snow drifts/ice or any areas requiring immediate attention. This survey shall be conducted again at the end of the day to assure the development has been left in the safest manner possible.
7. Maintenance will work with assigned resident volunteers to assure salt is accessible and to educate resident on the proper use of salt to assure the best results.