

# WESTERN KENTUCKY UNIVERSITY

## Facilities Management

### Snow and Ice Response Plan 2015-2016

## **Procedures for Snow Removal:**

- The Intent of this snow plan is to standardize and document the Standard Operating Procedures taken by Facilities Management to combat a winter snow or ice storm. Every storm is different, with different starting times, temperatures, accumulations and durations. This plan identifies the general Facilities Management staff resources, equipment resources, areas of responsibility and general strategies for managing any given storm.
- Upon the determination that significant winter weather is imminent, a conference call with the Director of EHS, WKU Police, Facilities Management Director and the Manager of Campus Services (or their designee) will determine the risk of the conditions. Once the determination is made, they will inform the University Provost by 5:15AM regarding weather conditions, so that they can officially designate the school as open, late or officially closed.
- The Facilities Management Director and the Manager of Campus Services will monitor the weather conditions during non-working hours and will call in the necessary grounds personnel as needed. Several products or actions may be used depending on the surface that is effected. This includes: pre-spraying of steps, closing of top floors of parking structures, barricading of entrances until safe.

**It is anticipated that completion of snow removal will be dependent on the total snowfall accumulation and subsequently the mechanical and chemical removal the snow from sidewalks, streets and parking lots. In the event of the following weather conditions:**

### **1. Snow flurries**

Power Sweep sidewalks and salt only as conditions require (minimum salt application rate)

### **2. Sleet**

Power Sweep sidewalks and salt or calcium acetate mixture, minimum salt application rate, reapply as necessary. Use of DFM staff as needed.

### **3. Freezing rain**

Manually scrape steps and handrails. Apply salt or acetate as necessary to street intersections, ramps walkways and high traffic corridors.

### **4. 0" to 2" snowfall accumulation (End of storm)**

Power Sweep, plow and shovel as necessary. Apply salt or acetate as needed to street intersections, ramps walkways and high traffic corridors.

### **5. 2" to 6" accumulation**

Power Sweep, Plow, Shovel to keep roadways and sidewalks open, Salt as necessary. If possible we will wait to salt large areas until snow has ceased. It is important to conserve as much salt as possible to ensure we have adequate stock for following storms. We will keep roads and main walks open, utilizing the Priority Route map and contracted assistance for major corridors and South Campus.

### **6. 6+" of accumulation**

Continue to clear priority lots and walkways. **NO** chemicals will be deployed until the precipitation ceases as to not waste product

## Essential Personnel Call-in List

### Maintenance

Mark Updegraff	270.784.1312
Herb Hess	270.427.8645
Joe Keith	270.991.3848
Danney Madison	270.784.9868
Ben Spittler	270.996.8537
Ben Deweese	270.535.7402

### Clerical

Angie Jackson	270.799.8924
Kathy Bailey	270.202.4603
Phil Kinser	270.784.4963

### Plant Operations

Dale Dyer	270.991.1523
Kayla Howard	270.532.1259
Rooks Howard	270.784.5163
Craig Austin	270.847.7419
Central Steam Plant	270.745.5828

### Building Services

Richard Cowan	270.791.5190
Judy Blankenship	270.799.8926
Rob Bradshaw	270.303.6027
Albert Brown	270.303.1334
Kevin Gutierrez	270.535.9063
Michelle Kitchens	270.799.5783
Todd Kitchens	270.799.5783
Sue Barbour	270.246.0398
Johnny Brown	270.779.4734
Janice McDonald	270.799.1607
Tammy Chaney	270.421.3028
Terri Williams	270.996.7240
Ronnie Duke	270.302.5046
Amber Duke	270.202.5046

## In the event the campus is officially closed

In the event that the university is **officially closed** the following **“WEATHER ESSENTIAL PERSONNEL”** designated are to report to work. Coordination of this crew will be under the direction of our Facilities Management Director and the Manager of Campus Services and assisted by all other managers. *Staff should come prepared and bring the appropriate outdoor clothing, headgear and footwear to work in outside conditions.*

- *Campus Services personnel are required to report*
- *Designated Maintenance and Plant Operations employees are to report to their designated buildings and areas to check for building operations and to assist with the entrances to their buildings*
- *Clerical staff as designated by FS manager, to direct calls and radio communications*
- *One employee from the stockroom designated by the FS manager to handle supply issues*
- *All Building Services employees are to report and maintain safe access and minimize snow melt inside buildings and mop salt to prevent slips trips and falls*



## Area Maintenance Teams 2015

Area #1 (Danney Madison)		Southern Campus		Unit# 10	Cell# 270-784-9868/ Area Team Office 745-3693			GSF:	891,774
8-4pm	Names	Unit #	Shift	Buildings				127,396 Per FTE	
Electrician	Nathan Hale	11	8-4	Academic Complex	Ransdell Hall	VEHICLES: Van 23 Ranger 144 Ranger 30			
Plumber	Jeff Atwood	12	7-3	Jones Jagger	Student Publication				
Area Tech- HVAC	Dewayne Coursey	13	7-3	Tate Page	P&T				
Area Tech	Gary Chandler	14	7-3	Preston	South Campus, including Knicely				
Area Tech	Chester McNulty	15	7:30-3:30	Guthrie Tower	Health Services				
Area Tech	John Styles	16	7:30-3:30	Mass Media	South Street				
Area #2 (Herb Hess)		Northern Campus		Unit#20	Cell# 270-427-8645 /Area Team Office 745-4307			GSF	808,169
7-3 PM	Names	Unit #	Shift	Buildings				115,453 per FTE	
Electrician	Wayne Wisdom	21	7-3	DFM/PDC	LT Smith West	Hattie Preston Intramurals	Vehicles: Van 209 Ranger183 Ranger 172		
Plumber	Nathan Brindley	22	7-3	Diddle Arena	Service Supply Building	Baseball Club House			
Area Tech- HVAC	Steve Wood	23	7-3	PS #1	Hazardous Materials	Grise Hall			
Area Tech- HVAC	Todd Blankenship	24	7-3:30	PS #2	Baseball Press box	DSU			
Area Tech	Daniel Johnson	25	7-3	WKU Police #1&#2	Indoor Batting	Track Facility			
Area Tech	Todd Perkins	26	8-4	LT Smith East	Softball Press box				
Area Tech (DSU)	Tom Edmonds	27	6-2pm						
Area #3 (Joe Keith)		Top of the Hill		Unit#30	Cell# 270- 991-3848/Area Team Office # NA call cell			GSF	821,320
6:30-2:30 pm	Names	Unit #	Shift	Buildings				117,331 per FTE	
Electrician	Richard Stewart	31	6:30-2:30	Music Hall	Helm Library	Craig Admin/Foundation	Vehicles: Van 74 Ranger 21 Ranger 41		
Plumber	Jeff Glass	32	6:30-2:30	Van Meter Aud.	Cherry Hall	Farm Ag Center			
Area Tech HVAC	Neil Buettner	33	6:30-2:30	Potter Hall	Wetherby	Farm Taylor Center			
Area Tech HVAC	Chad Hennion	34	6:30-2:30	Faculty House	Cravens Graduate	Nashville Rd Storage Complex			
Area Tech	Colby Brooks	35	8-4	Gordon Wilson Hall	FAC	WKU Store			
Area Tech ELEC	Tex Currington	36	6:30-2:30	Gatton Academy	Chandler Chapel				
Area #4 Ben Spittler		Ogden College		Unit#40	Cell for Ben: 270-996-8537/Area Team Office 745-6412			GSF	816,931
8-4pm	Names	Unit #	Shift	Buildings				116,704 per FTE	
Electrician	Ricky Coulter	41	7:30-3:30	Garrett Conference	TC--North Wing	1536 State	President's House	Vehicles: Van 69, Ranger 58, Ranger 157	
Plumber	Wesley Cline	42	7-3	Kentucky Museum	TC--Center Wing	IEB	Doctorial Programs		
Area Tech- HVAC	Brian Keeling	43	8-4	PS#3	TC--Planetarium	Honors Building	1716 Park Street		
Area Tech HVAC	David Blankenship	44	7-3	CEC Building	EST	1783 Chestnut	1790 Normal		
Area Tech HVAC	Marty Harlan	46	7-3	1532 State Street	EBS	Alumini Building	Alive Center		
Area Tech	Mark Wardlow	45	6:30-2:30	College High Hall	Snell	PFT Food Court	Visiting Scholars VSR		
				Pioneer & Felts Log Cabin	New Honors Bldg				
Electronics	Unit #	Shift	Transportation	Unit #	Shift	Second Shift	Unit #	Shift	Vehicles
James Daniels	71	7:30-3:30	Jerry Mcadoo	60	7-3	Ben Deweese PM Super	72	3-11 PM	M-F 180
Jim Hopwood	70	7:30-3:30	Bob Zoeller	61	7-3	Mark Royse Sun-Th	65	8:30-11:30pm	Sat 7-3pm Gator
Vehicle 120			Vehicles 71, 215			Wayne Guy Tues-Sat.	66	3-11 PM	Sun 8-4pm

Team A - 37.64 acres								
<u>Names</u>		<u>Unit #</u>	<u>Phone #</u>	<u>Buildings</u>				
Joey Taylor	Area Leader- Team A	177	282-5957	Jones Jagers	Keen	Preston	Poland	Tower Food
Jeff McAdoo	Equipment Operator	178		Bemis	Barnes	PFT	Meredith	Zacharias
Bobby Glass	Groundskeeper	179		31W Parking	1790 Normal	Normal St. Parking		
Robert Bridges	Groupdskeeper	180						
Team B - 36.25 acres								
<u>Names</u>		<u>Unit #</u>	<u>Phone #</u>	<u>Buildings</u>				
Derek Carroll	Area Leader- Team B	181	202-5529	Health Services	Tate Page	Mass Media	Ransdell	Chill Water Plant
James Beasley	Groundskeeper	182		Minton	Southwest	Northeast	Grise Hall	Music Hall
Adam Simone	Equipment Operator	183		Student Publications	Presidents House	EHS	Sustainability	513 Regents
Jeremy Bowling	Groundskeeper	184		1702 Normal	503 Regents	Gutherie Tower	Visiting Scholars	
Team C - 38.28 acres								
<u>Names</u>		<u>Unit #</u>	<u>Phone #</u>	<u>Buildings</u>				
Hank Blair	Area Leader -Team C	185	303-7912	DSU	Bates Runner	McLean	PS2	Diddle Arena
Dustyn Brooks	Equipment Operator	186		PS1	Heat Plant	Gilbert	McCormack	Rodes Harlin
Anthony Helson	Groundskeeper	187		Kentucky Building	Pioneer Cabin	Felt's Cabin	Augustein	CEC
Mikey Cowles	Groundskeeper	188		Alumni Garage				
Team D - 38.75 acres								
<u>Names</u>		<u>Unit #</u>	<u>Phone #</u>	<u>Buildings</u>				
Brett Shain	Area Leader- Team D	189	999-9007	FAC	Garrett	Gatton	Wetherby	Potter
Jarrett Blankenship	Groundskeeper	190		Helm	Cravens	IEB	Van Meter	Gordon Wilson
Blake Briscoe	Groundskeeper	191		Cherry Hall	College High	Faculty House	EST	TCCW
Leonard Dill	Equipment Operator	192		Green houses	Snell	EBS	Planetarium	Womens Studies
Athletic Fields - 40.50 acres				Recycling/Surplus				
<u>Names</u>		<u>Unit #</u>	<u>Phone #</u>	<u>Names</u>		<u>Unit #</u>	<u>Phone #</u>	
Darrell Blair	Equipment Operator	193		Todd Simmons	Team Leader	199	991-5139	
Alex Alvey	Groundskeeper	194		Terry Grosh	Waste Reduction	200		
Andrew Meffert	Turf Specialists	195		Bill Sleeper	Waste Reduction	201		
South Campus				Terry Copas	Masonry	202		
<u>Names</u>		<u>Unit #</u>	<u>Phone #</u>	Chris Radus	Surplus Assoc.	203		
Terry McDonald	Group Leader	196		Danny Smith	Rover	204		
	Groundskeeper	197						
	Groundskeeper	198						



## **Standard Operating Procedures for Snow Removal**

- All Campus Services personnel are to report to the Grounds Shop. The following assignments/routes will be given out for the following:

### **MAIN CAMPUS**

- |                   |                                   |
|-------------------|-----------------------------------|
| ▪ Josh Twardowski | Campus wide Supervision           |
| ▪ Leah Hopwood    | Radio Dispatch/assignments        |
| ▪ Bill Breakfield | Bobcat with Snow Pusher           |
| ▪ Dustyn Brooks   | Case Backhoe                      |
| ▪ Adam Simone     | #56 F250 salt truck with blade    |
| ▪ Derek Carrol    | #199 3500 salt truck with blade   |
| ▪ Jeff McAdoo     | #176 F550 with blade and spreader |
| ▪ Darrell Blair   | G1 with blade and salt hopper     |
| ▪ Joe Taylor      | G2 with blade and salt hopper     |
| ▪ Henry Blair     | G3 with blade and salt hopper     |
| ▪ Brett Shain     | G4 with blade and salt hopper     |
| ▪ Alex Alvey      | G5 with blade                     |
| ▪ Andrew Meffert  | Grasshopper with broom            |
| ▪ Bob Bridges     | Grasshopper with broom            |

### **SOUTH CAMPUS/THE CENTER**

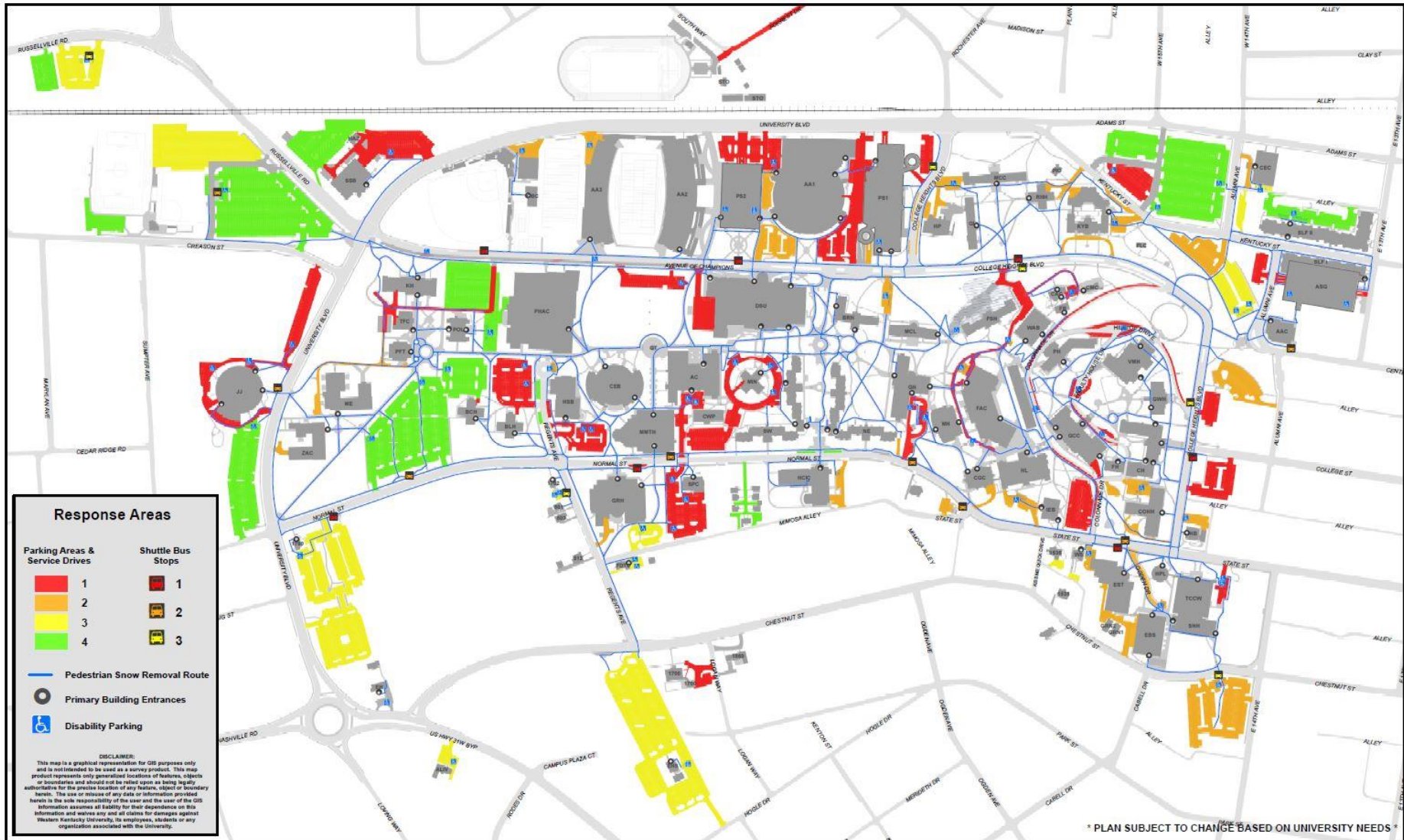
- Terry McDonald - John Deere Plow/back up equipment and shovel

## Priority Areas to Be Cleared

1. Parking structure 1, 2 and 3
2. Police Department
3. Sidewalks marked in **BLUE** on the priority map
4. Downing Student Union
5. Bates Runner Subway
6. Tower Food Court
7. Medical Center GGC
8. All parking lots and bus stops marked in **RED** on the priority map
9. Services drives and all dumpster locations
10. All access to resident halls
11. Garrett Food court
12. All parking lots and bus stops marked in **ORANGE** on the priority map
13. All parking lots and bus stops marked in **YELLOW** on the priority map
14. All parking lots marked in **GREEN** on the priority map



# Snow Priority Route Map



## In Summary:

The university salt storage facility is located at South Street with a capacity of approximately 100 tons of salt. The Campus Services Manager and/or the grounds supervisor are responsible to monitor deicing chemicals and order materials as required.

The Manager of Campus Services and the Grounds Supervisor will review deicing chemical usage after snow removal to assist with inventory of supplies and to monitor the efficient and consistent use and application of deicing chemicals.

**At the end of each snow event,** the Facilities Management Director and the Manager of Campus Services will review procedures taken and provide a summary of events and cost analysis to include both labor and materials.

Consistent with our goals, to continually improve our work processes, we will routinely review the results of this plan and make revisions to improve the effectiveness of our snow and ice control efforts.