Snow Removal Plan  
12/14/2009

General Information

The University of Kentucky never entirely closes. Major units that must maintain operations include the University Hospital, Residence Halls, Food Service, Physical Plant, and various other departments. Since major University units must remain open, Physical Plant must make every effort to keep the University open and classes meeting as scheduled.

Physical Plant Division is responsible for major functions within the University of Kentucky to ensure that normal operations are maintained. For example, Grounds, Building Operators, and Custodial Services are responsible for routine snow and ice removal, Heating and Cooling must maintain steam for heating, the Plumbing Shop must respond to boiler problems and frozen drain lines, Electrical Services must maintain electrical circuits, and the Garage must keep emergency vehicles operating. Remaining Physical Plant Departments also have responsibilities to fulfill during emergency weather conditions.

Staffing reductions and the need to make all efforts possible to maintain normal University operations requires a teamwork approach in handling severe weather conditions.

Goals and Priorities

Physical Plant's goal is to keep the campus clear and safe for all the students, faculty, staff, and visitors.

The general priorities for snow/ice removal are listed as follows:

1. Emergency roads, walks, steps, and ramps.
2. Primary walks, ramps, steps, and roads.
3. Parking Lots
4. Secondary walks, ramps, steps, and roads.

Snow/Ice Removal Phases

There are three (3) phases within the Snow/Ice Removal Plan as defined below:

1. Phase I (Authorized by the Grounds Superintendent)

   Phase I of a winter weather related emergency is typically defined as a light snow or flurries during working hours with no measurable accumulation, snow accumulations of 1 inch or less during evening hours, weekends and holidays, or conditions where there is an accumulation of ice forming on walks, steps, and roads.
During this phase Grounds, Custodial Services, and Building Operators will be responsible for completing the snow/ice removal tasks.

2. **Phase II (Authorized by the Manager of Buildings and Grounds)**

Phase II of a winter weather related emergency, is typically defined as a snow that is 1"-2", snow/ice fall during off hours not allowing enough time to be cleared by 8:00 a.m., snow falling heavily, with accumulation possible, dangerous ice forming on walks, steps, and roads.

During this phase Grounds, Custodial Services, Building Operators, and approximately 50% of other PPD shops may be assigned snow/ice removal tasks.

3. **Phase III (Authorized by the Director of Physical Plant)**

Phase III of a winter weather related emergency is typically a snow that is 2" or more, heavy snow/ice, continued snow/ice over long periods of time, accumulating snow/ice during class hours.

During this phase all available personnel from all areas in Physical Plant Division will generally be assigned snow/ice removal duties. Employees may be asked to report to work early or work after the normally scheduled hours to assist with snow/ice removal.

**Department (Shop) Assignments**

**General**

- Each department (shop) will maintain an up-to-date employee call list to contact all employees to work as needed. A copy of the call list will be maintained in the Building Operator's Dispatcher's office.

- Each department (shop) will stock and maintain their snow/ice removal equipment.

- Grounds will maintain an inventory of "extra" snow/ice removal equipment and materials.

- Grounds will maintain an inventory of calcium chloride and/or salt for all shops; however, Building Operators and Custodial Services will maintain their own inventory in their assigned buildings/areas.

- Non-Physical Plant departments with M&O staff, such as the Medical Center PPD, Auxiliary Services, Real Property, and Lexington Community College, will be responsible for their own building steps, entrances, and sidewalks.
Primary Shops

Grounds

The Grounds Department has the overall responsibility for snow/ice removal throughout the main campus. Grounds employees will focus mainly on the walks, roads, and parking lots.

Custodial and Building Operators will be assigned to clear building steps, entrances, and the walks from the building to the main walk. Other PPD departments will be asked to assist in specific areas depending on the time of day, amount of snow/ice, or when the accumulation begins or ends.

Grounds will maintain the main inventory of snow/ice equipment and melting materials. However, all shops should maintain their own inventory of snow/ice removal equipment. Building Operators and Custodial Services will maintain their own inventory of snow/ice melting materials.

Building Operators

Building Operators will provide help with the buildings main entrances and steps as well as steps on main walks. Snow/ice removal will be the top priority, except for emergency repairs or heating trouble calls. After steps and ramps are cleared, this department shall begin snow/ice removal of the walks from the buildings out to the main sidewalk at all building entrances. Building Operators will stock their own snow/ice equipment and melting materials.

During Phase III, Building Operators will be asked to provide relief staffing for plow trucks and snow/ice removal equipment. Building Operators will be assigned the W.T. Young Library area, Haggin/Donovan area, and Scovell/Erickson/Funkhouser area. This is the area bound by Limestone, south side of Law Building, west side of Erickson Hall, Funkhouser Plaza and Drive, Rose St., Columbia Avenue, Woodland Avenue, Hilltop Drive, University Drive, Huguelet Drive, and Virginia Avenue. (See attached map).

Custodial

Custodial employees are responsible for snow/ice removal for all building steps and ramps. After steps and ramps are cleared, custodial employees will begin snow/ice removal of the walks from the buildings out to the main sidewalk at all building entrances. Building main entrances and the sidewalks out to the main sidewalk or road will be their top priority. Snow/ice removal will be the top priority. Cleaning of bathrooms, classrooms, and other normal duties will not be attempted until snow/ice removal assignments are completed. Custodial Services will stock their own equipment and snow/ice melting materials.

During Phase III, Custodial Services will be assigned the main campus area (Administration, Singletary, Sorority Row, Chemistry Physics, and Law/B&E). This is the area bound by Limestone, Administration Drive (south), Patterson Drive, Flag Plaza
Sidewalk, Euclid Avenue, Rose Street, 305 Euclid, Linden Walk, Rose Lane, Pennsylvania Avenue, Columbia Avenue, Rose Street, Funkhouser Drive, Astec Drive, and Law Building - (See attached map).

**Garage**

The Garage will work directly with Grounds' mechanics to operate, repair, and maintain snow/ice removal vehicles and equipment used during the winter weather.

**Other Departments and Shops**

**Administration/Engineering/Office**

Employees in Administration/Engineering/Office will be assigned specific duties as the need arises. All offices must be staffed to handle trouble calls, purchase materials, issue materials, and assist all departments with snow/ice related removal. All managers will maintain contact with each other, the Manager of Buildings and Grounds, and the Director for assigned duties. Employees in these offices should be dressed to provide assigned duties in extreme weather conditions.

During Phase III, Administration/Engineering/Office employees will be assigned work around the Service Building, Taylor/Dickey, central campus, and other specifically assigned areas.

**Air Conditioning & Sheet Metal**

During Phase II, the Air Conditioning and Sheet Metal Shop may be assigned specific problem areas by the Manager of Buildings and Grounds.

During Phase III, Air Conditioning and Sheet Metal will be assigned the Commonwealth Stadium and Lexington Community College area. This is the area bound by University Drive, Alumni Drive, College Way, Sports Center Drive, and Cooper Drive (see attached map). During Phase III, snow/ice removal will be the top priority, except for emergencies such as freezers and heating problems. The Air Conditioning & Sheet Metal Shop will stock their own snow/ice removal equipment. Calcium chloride and/or salt may be obtained from the Grounds Department.

**Carpentry/Masonry and Cabinet Shop**

The Carpentry/Masonry Shop will be asked to provide backhoe operators as needed.

During Phase II, the Carpentry/Masonry and Cabinet Shops may be assigned specific problem areas by the Manager of Buildings and Grounds.

During Phase III, the Carpentry/Masonry and Cabinet Shop will be assigned the Dorm Complex & Seaton area; the area bound by University Drive, Hilltop Avenue, Woodland Ave, Cooperstown Drive, Sports Center Drive, and Cooper Drive (See attached map). During Phase III, snow/ice removal will be the top priority, except for emergencies
declared by the Manager. The Carpentry/Masonry and Cabinet Shops will stock their own equipment. Calcium chloride and/or salt may be obtained from the Grounds Department.

**Electric & Electronics**

During Phase II, the Electric and Electronic Shops may be assigned specific problem areas by the Manager of Buildings and Grounds.

During Phase III, the Electric and Electronic Shops will be assigned the Medical Center triangle and Medical Center area; the area bound by Limestone, Virginia Avenue, Huguelet, University Drive, and Hospital Drive (see attached map). Work in the Medical Center area will need to be coordinated with Medical Center PPD. During Phase III, snow/ice removal will be the top priority, except for emergency electrical outages. The Electric and Electronic Shops will stock their own equipment. Calcium chloride and/or salt may be obtained from the Grounds Department.

**Heating & Cooling**

The Heating and Cooling Shop will provide pay-loader operators and relief operators where possible and needed. Pay-loader operations will occur mostly in large parking lots and roads due to the size of the equipment. During extreme weather conditions, their top priority will be maintaining central heating (steam); however, as employees are available to assist with snow/ice removal duties, they may be reassigned to the specific areas. Central Heating and Cooling will stock their own equipment. Calcium chloride and/or salt may be obtained from the Grounds Department.

**Paint/Roofing**

During Phase II, the Paint Shop may be assigned specific problem areas by the Manager of Buildings and Grounds.

During Phase III, the Paint Shop will be assigned the area of North Dorms, Memorial Coliseum, and Student Center; the area bound by Limestone, North Dorms property boundary, Lexington Avenue, Maxwell Street, Rose Street, Euclid Avenue, west to Flag Plaza sidewalk, Patterson Drive, and north of Administration Drive (see attached map). The Paint Shop will stock their own equipment. Calcium chloride and/or salt may be obtained from the Grounds Department.

**Plumbing Shop**

The Plumbing Shop will be asked to provide backhoe operators as needed.

During Phase II, the Plumbing Shop may be assigned specific problem areas by the Manager of Buildings and Grounds.

During Phase III, the Plumbing Shop will generally be assigned the Agriculture Complex and Commonwealth Village areas; the area bound by Nicholasville Road/Limestone, Hospital Drive, University Drive, and Alumni Drive (see attached map). During Phase III,
snow/ice removal will be the top priority, except for emergencies such as frozen water pipes, floods, and heating problems. The Plumbing Shop will stock their own equipment. Calcium chloride and/or salt may be obtained from the Grounds Department.

**Trucking**

During Phase II, Trucking may be assigned specific problem areas by the Manager of Buildings and Grounds.

During Phase III, Trucking will generally be assigned the areas west of Limestone, including Scott Street, Reynolds, Taylor/Dickey, Service Building, Printing Services, Transportation Bldg. and Maxwelton Ct. areas (see attached map). During Phase III, snow/ice removal will be the top priority. Trucking will stock their own equipment. Calcium chloride and/or salt may be obtained from the Grounds Department.