SNOW REMOVAL POLICY
2018-2019

Oberlin College
GROUND DEPARTMENT
[173 West Lorain Street]
Contents

Memorandum..................................................................................................................3

2018-2019 SNOW REMOVAL PLAN .............................................................................4

I. Responsibilities of Personnel ......................................................................................4
   A. Chet Arcaba, Director of Facilities Stewardship ......................................................4
   B. Becky Bode, Grounds Services Manager .................................................................4
   C. Grounds Department Personnel ..............................................................................8
   D. Grounds Department Maintenance and Repair Technician .....................................9
   E. Custodial Department Supervisors .........................................................................10
   F. Custodial Department Staff ....................................................................................10
   G. Facilities Operations ...............................................................................................10
   H. Office of Campus Safety Department Personnel ...................................................11

II. Materials/ Equipment ................................................................................................13

III. Contracted Services ..................................................................................................13

IV. Snow Removal Zones ...............................................................................................13

OBERLIN COLLEGE 2018-2019 WINTER STORM COMMUNICATION LIST ...............16

Appendix A ......................................................................................................................16
Appendix B ......................................................................................................................16
Appendix C ......................................................................................................................16
Appendix D ......................................................................................................................16
Appendix E ......................................................................................................................16
Appendix F ......................................................................................................................16
Appendix G ......................................................................................................................16
Appendix H ......................................................................................................................16
Appendix I ......................................................................................................................16
Appendix J ......................................................................................................................16
Appendix K ......................................................................................................................16
Appendix L ......................................................................................................................16
Appendix M ......................................................................................................................16
Appendix N ......................................................................................................................16
Appendix O ......................................................................................................................16
Memorandum

DATE- October 30, 2018
TO- Jim Klaiber, Asst. VP Facilities Operations
FROM- Becky Bode, Grounds Services Manager
SUBJECT- OBERLIN COLLEGE 2018-2019 SNOW REMOVAL PLAN & POLICIES

This memo communicates the Facilities Operations snow removal plan for Oberlin College. Given the current demands for pedestrian access and vehicle parking, a clear and enforceable snow removal plan is essential for safe and efficient operations during winter storms.

Priorities for this plan are established based on institutional and operational needs. Maintaining clearance of the campus roads, parking lots, and loading docks throughout the duration of a winter storm is critical for operational vehicle access.

Walking routes will have the same priority status as roads and parking lots. However, due to the number of different routes, not all will be completed at the same time. Pedestrian access priorities progress from the academic buildings in center campus to the residential areas. Priorities are adjusted according to the academic schedule and the schedule of events.

Routes of physically impaired staff and students are monitored and cleared during extended periods of snow.
2018-2019 SNOW REMOVAL PLAN

I. Responsibilities of Personnel

This document identifies the responsibilities of the staff involved in snow removal. Coordination of responsibilities ensures optimal coverage, flexibility, and effectiveness of snow removal activities. The following outline describes the roles of the Oberlin College staff directly involved in winter storm response.

A. Chet Arcab, Director of Facilities Stewardship, Jim Klaiber, Assistant Vice President, Facilities Operations

1. Functions as snow removal operations leader in the absence of grounds manager during winter storms.

2. Participates in the development of the snow removal plan and the establishment of priorities.

3. Can inspect campus at intervals during winter storms.

4. Communicates conditions to administration and participates in decisions regarding opening or closing the campus.

5. Approves use of overtime and contracted services.

6. Coordinates with the Grounds Services Manager to implement the Snow Emergency Parking Plan (See appendix A).

B. Becky Bode, Grounds Services Manager

1. Updates campus snow removal plan on a yearly basis.

2. Maintains weather surveillance with coordinated help of Office of Campus Safety and other campus managers.

3. Communicates weather forecasts and operational conditions to Director of Facilities Stewardship.

4. Maintains daily storm report.

5. Ensures that inventories of equipment, tools, and materials are updated.

6. Directs training of personnel in equipment operation and other storm-related activities.

7. Reviews Snow Removal Plan with Department of Office of Campus Safety (DSS). Security to contact Facilities Operations as per "Office of Campus Safety Responsibilities".

8. Schedules and supervises snow removal operations. Schedules staff to remove snow as it falls. When practical, parking lot plowing and deicing as well as snow pile repositioning are to be scheduled between the hours of 3:00 a.m. and 6:00 a.m. to avoid vehicle and pedestrian traffic.

9. Reviews plans for new construction. Recommends clearance space of 7' for snow plows between vertical elements attached to sidewalks. Recommends a 7' minimum width for ADA curb ramps. Recommends minimum sidewalk width 6'.

10. Advises Facilities Operations and/or Security of any unsafe or potentially hazardous conditions encountered during snow removal operations.

11. Makes periodic inspections of campus areas.


13. Prioritizes changes to the Snow Plan.
14. Routinely checks roofs to determine where potential snowload slides will require sidewalk clearing. Routinely checks same areas for icicles. Priority list includes Bozworth Hall s, Talcott Hall, Peters Hall, Keep Cottage, Cox Administration, Wilder, Barnard, Noah, and Lewis Center parking garage roof.

15. Accesses campus schedule of events from internet, posts schedule on bulletin board at Grounds Shop.

16. Initiates preventative maintenance work order November 25th to activate ice melt systems in the following features:
   - Bibbins Hall North Plaza – north plaza (steam)
   - Rice Hall – south steps (steam)
   - King Hall – west steps (steam)
   - Burton Hall – south ADA ramp (steam)
   - Saunders – north ADA ramp (steam)
   - Asia – south ADA ramp (steam)
   - Wilder Hall – south steps (steam)
   - Wilder Hall – nw, ne ramps
   - Mudd Center – east ramp

17. Distributes updated copy of Snow Plan to Facilities Operations V.P., Director of Facilities Stewardship, Custodial Manager, Director of Office of Campus Safety, Director of Residential Education, and Director of Campus Dining Services. Includes copy in Manager on Call Book/Documents.

18. Reviews Custodial Department snow removal responsibilities with Custodial Manager, Custodial Supervisors.

19. Reviews CDS snow removal responsibilities with Campus Dining Services Director.

20. Contacts Custodial Manager on call when Custodians are needed on weekends. Contacts Logistics & Mobile Technologies Manager when Service Transportation Staff are needed for snow removal.


22. Maintains fire hydrant location diagram.

23. Consults Custodial Services Manager before 11:30 am when 1st Shift Custodians are needed for extended shift snow removal.

24. Directs Facilities Operations to make radio announcements 18 hours before Snow Emergency Parking Plan is implemented or is likely over the weekend. Announcement directs trades and recyclers to park vehicles in the Mudd lot during overnight hours. Suggested announcement text: “Due to the expected overnight snowfall parking in the Science Building West Parking Lot has been temporarily directed to the west row of the Mudd Lot. If you normally leave a vehicle in the Science Building West Parking Lot between midnight and 6 am you need to park in the Mudd Lot tonight.”

25. Coordinates parking before winter shutdown to improve plowing efficiency. Vehicles that receive limited use are to be parked in the western most row of the Mudd Lot. Directs Theater and Dance staff to park van no. 22 in the SW corner of the Willard Court lot.

26. Contacts the towing contractor 18 hours before Snow Emergency Parking Plan Implementation is likely. Directs towing contractor to bill monthly and document tow daily with Office of Campus Safety.

27. Coordinates with food service to have CDS vehicles parked in the 5 reserved spaces in the third row of Stevenson lot as part of the Snow Emergency Parking Plan. Includes the Stevenson SEPP Diagram in the Snow Plan. See Stevenson Lot Winter Parking Diagram Appendix B

28. Directs Jessica Bayer-Crisman, Director - Conference Services, Residential Ed & Dining Svcs to tell OSCA staff to park in the two reserved spaces in the North West corner of Stevenson lot overnight. Scott Stanfield to park the Residential Life pickup in the same reserved section. See Stevenson Lot Winter Parking Diagram Appendix B.

30. Prioritizes clearing of routes used by mobility challenged students. Maintain communication with Office of Disabilities Services.

31. Direct Grounds Staff to unload 10 pallets of ice melt with fork lift from semi-truck by Dec. 5. Pallets are stacked 2 high in east field storage building.

32. Purchases 4 pallets of 25 lb. bag salt (100 bags per pallet). Pallets to be stored in the Service Building by November 14. Work Order requests for salt to be submitted by the students/occupants of the residence. Stock Room Manager informs Grounds Manager when more supply is needed.

33. Coordinates 137 Elm parking so dumpster area is plowed. Reviews issue with Supers Landscape and Res Ed.

34. Coordinates clearing Fire Lanes in Phillips Gym lot, directs staff to set up cones during events when snow covers parking lot painted lines.

35. Coordinates clearing of entry ways when custodians are not on site.


37. Forwards Observatory schedule for Custodial Department. Custodial department makes platform safe for Friday events.

38. Coordinates snow removal with Burrell King House programming schedule. Gets schedule from Community Music School and forwards schedule to the contractor responsible for snow removal.

39. Directs Pool Maintenance Technician and Athletic Department staff to park overnight vehicles in the South West corner of Phillips lot.

40. Informs the Office of Campus Safety Officer In Charge when he is off campus during snow removal operations. Office of Campus Safety Officer in charge is to call Grounds Services Manager by cell phone to relay campus snow removal issues. Directs Office of Campus Safety personnel to report observations to Grounds Manager via radio or cell phone during winter storms rather than repeatedly communicating via radio with Grounds Specialists.

41. Directs Grounds staff to open access to Orchard Kindergarten and Lewis House Carriage House art studios soon after storm ends.

42. Works with Security to enforce ban on chaining bikes to hand rails, with the intent of keeping access clear for sidewalk snow plows.

43. Clear only one path between Admissions door and Professor St. Blvd sidewalk. Minimize plow usage on brick and stone pavers set on screenings.

44. Reminds Director of Office of Campus Safety to send an explanation message to the campus community 5 days before the first storm of the season.

45. Directs Fac Ops Administrative Assistants to update Snow Emergency Parking Plan flyer on the web.

46. Evaluate setting up a utility vehicle with plow, shovel, salt and salt spreader. Use 200lb insert hitch spreader. Set up for use the day before weekend storms.

47. Direct staff to stake path to solar gate and other curvilinear driveways by November 15.

48. Coordinates call in when Custodians and/or Transportation staff are called in for shoveling entries during weekend storms so that the shift will be 4 hours in duration.
49. Coordinates with Larry Phillips to get Hospital employees to park in the west row of Hales Lot during winter storms. Directs Supers Landscape Contracting to haul snow piles away from the west edge of Hales lot.

50. Review bus parking plan with Assistant Athletic Director before swim and track meets.

51. Directs trades to shovel snow for access to emergency utility entry sites during winter storms.

52. Directs the North Sidewalk Plow Route operator to include the west sidewalk of North Professor and the north sidewalk of Union Street.

53. Implements the SEPP during weekdays before 11:30am after discussing the forecast with the Director of Facilities Stewardship and the Assist Director Office of Campus Safety.

54. Organizes weekend winter storm response. Gets list of campus events from calendar.oberlin.edu. Gets Custodial schedules from Custodial Manager. Determines where Custodians will remove snow at event entries. Calls Custodial Manager on Call with instructions on how many Custodians are needed and when they report to the Grounds Shop. Gives Custodians assignments.

55. Calls out staff in the following progression for plowing:
   Grounds Department
   Mechanics
   Maintenance Techs via the Facilities MOC
   Service Trans via the Logistics and Mobile Technologies Manager

   Calls out staff in the following progression for shoveling snow and ice:
   Grounds Department
   Mechanics
   Custodial Department via the Custodial Manager on Call
   Transportation via the Logistics and Mobile Technologies Manager
   Maintenance Techs via the Facilities Manager on Call

56. Remove recycling dumpster from Firelands lot December 20th – March 15th.

57. Call in 2 custodians to shovel the Grounds shovel route when clearing severe winter storms.

58. Call Larry Phillips, Mercy Allen Hospital, to coordinate hospital staff parking in west row of Hales lot.
C. Grounds Department Personnel

1. Perform snow removal activities at assigned areas, as directed by Grounds Services Manager.

2. Advise Grounds Services Manager of unsafe or potentially hazardous conditions encountered during snow removal operations.

3. Operate assigned equipment in a safe and efficient manner.

4. Refuel equipment at the end of each work session.

5. Perform preventative maintenance inspections on assigned equipment. Tell Grounds Manager or complete work request when equipment needs service.

6. Ensure that assigned roadways, parking lots, sidewalks and steps are free of snow, slush and ice. Sidewalk openings are widened to allow for the placement of future snow if cold temperatures are forecast for several days.

7. Reposition snow piles at the following areas after winter storms:

<table>
<thead>
<tr>
<th>President's House</th>
<th>Hotel at Oberlin East Lot</th>
<th>Stevenson Lot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science Center Fire Lane</td>
<td>Talcott Lot</td>
<td>Bosworth Lot</td>
</tr>
<tr>
<td>Orchard Kindergarten</td>
<td>Woodland Lot</td>
<td>Robertson Lot</td>
</tr>
<tr>
<td>Kettering Lot</td>
<td>Tappan Square corners</td>
<td>Service Building Lots</td>
</tr>
<tr>
<td>Lewis House Studio</td>
<td>Harvey Lot</td>
<td>Mudd Lot</td>
</tr>
</tbody>
</table>

8. Wear appropriate clothing for winter weather conditions and utilize safety equipment provided.

9. Apply deicing and traction materials as follows:
   - Clear lane treated salt - Parking lots by truck spreader, sidewalks by tractor spreaders
   - Rock salt deicer - sidewalks by hand

10. Prune trees to promote clear passage of snow removal equipment.

11. Clear snow 5' away from fire hydrants and fire standpipes.

12. Clear exterior drains of ice and debris during thaw.

13. Clear Asia House north – Pyle Inn entry sidewalk for trash dollies from co-op kitchen.


15. Remove accumulated snow from the following upright plants subject to snow load damage:
   - Reflecting pool character pine
   - President's House arborvitaes
   - Wilder east yew hedge
   - Mudd Center lot arborvitaes
   - Warner Center dwarf spruces
   - Allen Art Museum arborvitaes
   - Finney Chapel E yew hedge

16. Place deicer containers with lid and scoop at the following sites:
   - Johnson House steps (3)
   - Mudd Center east ramp
   - Mudd Center south stairs
   - Allen Memorial Art Museum south rear entry
   - Allen Memorial Art Museum Venturi Wing entry sidewalk
   - Old Barrows drive and Professor ST intersection
• Dascomb Hall northeast ADA ramp

17. Adjust position of bike racks at Fairchild southward (off sidewalk).

18. Sidewalk plow route west of Lewis Center:
   - Clear sidewalk of ESC Annex, 140 Elm, 150 Elm
   - Cross street at driveway West of 150 Elm
   - Clear sidewalk in front of vacant lot via the driveway apron with no driveway
   - Clear sidewalk to South Hall

19. During truck plowing of the Science Center loading dock pile snow so that the fire lane on the northwest side of the building is clear. Clear path North of Science Center for emergency vehicles at end of snow events.

20. Clear the “approaches” (sidewalk to city street sloped paving) after shovel route is complete. The quantities of approaches per zone as follows:
   - North Zone (47)
   - Athletic Zone (12)
   - Arts Zone (21)
   - South Zone (24)
   - Center Zone (20)
   - Tappan Square (16)

   Total approaches – 140.

21. Delce with 2-yd spreader truck at Hales northwest entry by backing between dumpster and building.

22. Clear Hall Auditorium north emergency exits before performances.

23. Clear sidewalks on north side of E. College St. from 64 E College to Tank Hall; proceed to Firestone building via Park Street.

24. When plowing Tank Hall lot push snow past entry sidewalks to 120, 108 E. Lorain.

25. Direct Res Ed/OSCA to park bikes in rack at Tank Hall.

26. Plow drive to solar array on second priority status. Install snow stakes to identify edges of road.

27. Center campus sidewalk route opens Wilder, Cox, Rice, Dascomb, Mudd, Svc Bld before opening Cedar St and Professional Services Building.

28. After loader tractor is warmed up turn the motor off between loading operations.

29. Install barricades to close the terrace entry at KAC, Kohl west stairs.

30. Clear the Firelands Building lot with the backhoe.

31. Deliver cone to the Concert Sound Department parking space in the Woodland lot.

32. Remove snow and apply delcer to entries equipped with ice melt systems if they are not adjusted correctly. Inform manager that the system needs service.

33. Install snow stakes on the outer corners of Wilder plaza Hauchera beds.

D. Vehicle Maintenance and Repair Technicians

1. Perform snow removal changeovers on appropriate equipment by Thanksgiving Holiday.
2. Wash and oil spreaders after 8 hours of use.
3. Equip plow and salt spreader trucks with flashlight, fire extinguisher, windshield brush/ice scraper.
4. Clean equipment weekly/between storms.
5. Perform snow removal tasks as directed.

E. **Custodial Department Supervisors**
1. Direct Service Pool to deliver 25lb bags of deicer from stockroom to buildings by November 15.
2. Provide shovels for custodial staff.
3. Prioritize assigned features for snow clearing.
4. Schedule and supervise snow removal at assigned areas during regular shifts.
5. Make periodic inspections of assigned areas.
6. Advise Grounds Manager, Facilities Operations and/or campus security of unsafe or potentially hazardous conditions encountered during snow removal operations.
7. Maintain radio communication with the Facilities Operations, Grounds Department, Security, and other Facilities Services snow removal equipment in operation.
8. Direct Custodians to connect entry shovel path to cleared path from sidewalk tractor.
9. Provides list to the Grounds Manager of Custodians assigned to work weekends. Directs Custodians to prioritize snow removal at the buildings they are working at during winter storms.

F. **Custodial Department Staff**
1. Clear snow, ice and slush from assigned building entry plazas, sidewalks, and steps. Remove snow and deicer entries as the first priority when snow or ice is on pedestrian areas. Pedestrian areas include walkways, entries, and stairs.
2. Advise Custodial Supervisors of any unsafe or potentially hazardous conditions encountered during snow removal operations.
3. Clear Hall Auditorium south emergency exits as directed.
4. Clear paths from assigned entries to point where mechanized snow equipment clear the pavement.
6. Custodians assigned to cover weekend events in buildings will prioritize snow removal at the entries of those buildings.
7. Custodians shoveling on weekends shovel all shovel sites at each building/area.

G. **Facilities Operations**
1. Function as snow emergency control center during severe winter storm conditions.
2. Assist Manager of Grounds and Custodial Supervisors by telephoning snow removal personnel and/or others involved in snow removal operations.

3. Announce Snow Emergency Parking Plan implementation on radio. (See Section B No. 27.)

4. Monitor weather conditions throughout the storm. Contact staff with new information.

5. Maintain radio communications with Grounds Department, Custodial Department, and DSS personnel.

**H. Office of Campus Safety Department Personnel**

The Assistant Director Office of Campus Safety and the Grounds Manager confirm the implementation of the Snow Emergency Parking plan before 11:30am. The Assistant Director Office of Campus Safety posts a SEPP announcement bulletin on Oberlin College Online and sends a community wide e-mail announcement.

1. When snow or ice begins to accumulate on pavement, contact the Grounds Manager (Becky Bode) via cell phone (440) 537-0257.

2. If the Grounds Manager cannot be reached, contact the MOC to report conditions and inform the MOC the Grounds Manager cannot be reached.

3. During the daytime and/or when grounds personnel are on duty, contact the Grounds Manager to report ongoing snow-related safety concerns or snow-related slips / falls.

4. If it appears that snow accumulation is heavy enough to interfere with towing vehicles, notify Grounds Manager.

When a Snow Emergency is declared (initiated by the Grounds Manager and time period in effect conveyed to Office of Campus Safety that the Snow Emergency Parking Plan is in effect) and Grounds personnel are scheduled for 3:00 a.m. snow removal, Parking is restricted from areas designated "Snow Emergency No Parking" from Midnight to 6 am (see map in parking brochure.) Assistant Director, Office of Campus Safety sends an email to the campus community. Office of Campus Safety should assist in the following manner:

1. As time and if personnel availability allow after midnight and if snow is accumulating, proactively contact vehicles owners in prohibited areas to remove their vehicles from "Snow Emergency No Parking" areas
   
   a. Grounds Manager should have already alerted Fac Ops to move their trades, recycle, etc. vehicles from Service Lots prohibited parking areas to Mudd. (Note: Heating plant staff parking spaces are not a prohibited area)

   b. Office of Campus Security Staff is to remove/replace departmental/personal vehicles as Service Building East Service lot is plowed.

To initiate needed enforcement / towing:

1. Parking citations to vehicles in "Snow Emergency No Parking Areas" after Midnight, but before arrival of plow trucks to lots at 3:15am.
   
   a. Under "Parking Violation, To wit:" print "Snow Ban $85.00"

   b. Check "Vehicle towed" under "Enforcement Action(s)"

   c. Complete tow sheet listing condition/damage for each vehicle towed

2. Office of Campus Safety is to call D&A Towing 440-868-8679 (call 440-897-4387). D&A Towing to remove ticketed vehicles from Snow Emergency No Parking areas in the following order:

   Kettering, Woodland South, Rosworth, Stevenson, Service Building West and South, Robertson, Rice, Finney, Wilder, Grey Gables, Mudd, Lord Kitchen, Philips.
3. Towing contractor is to turn all tickets invoices into the supervisor, or if supervisor is not available the communication officer, to hold for inquiries and payment of fees. They must be attached to tow sheet and not just placed in tray.

4. College vehicles in prohibited areas of Service lot are to be towed to the west row of Mudd. No ticketing necessary, but should be listed on tow Inventory sheet. Tow Driver is to tow non-college vehicles to Professional Services Building Lot, and bring inventory sheet of vehicles towed to Office of Campus Safety.

Communications officer:

1. Log all radio communications regarding enforcement.

2. Collect fine/make receipts for tow before releasing vehicle location to owner/operator

3. Check with supervisor on duty if questions or concerns arise. Communications officer should notify supervisor on duty of payment/pick up of towed vehicles.

Office of Campus Safety Administrative Assistant:

Deposit related fines collected or billed to Fac Ops account covering Snow Ben enforcement. Director sends a preliminary explanation of the SEPP to the community at the earliest allowable time.
II. Materials/Equipment

In order to be prepared for the first winter storms and to minimize difficulties involved with obtaining materials late in the season, the following supplies and tools are to be on hand in early October:

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Size</th>
<th>Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>180</td>
<td>Ton</td>
<td>Clearlane</td>
</tr>
<tr>
<td>20</td>
<td>Bags</td>
<td>Calcium Chloride</td>
</tr>
<tr>
<td>11</td>
<td>Pallet</td>
<td>Knox Deicer 50 lb. bags</td>
</tr>
<tr>
<td>4</td>
<td>Pallet</td>
<td>Deicer 20 lb. bags</td>
</tr>
<tr>
<td>1</td>
<td>Each</td>
<td>Plow Hydraulic Pump</td>
</tr>
<tr>
<td>6</td>
<td>Each</td>
<td>Plow Wear Plates</td>
</tr>
<tr>
<td>35</td>
<td>Each</td>
<td>Shovel</td>
</tr>
<tr>
<td>10</td>
<td>Each</td>
<td>Ice Chipping Shovel</td>
</tr>
</tbody>
</table>

The following standing accounts are to be in place for replenishment of supplies:

<table>
<thead>
<tr>
<th>Material</th>
<th>Dealer</th>
<th>Phone Number</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clearlane</td>
<td>Abrauz Salt</td>
<td>866-666-7258</td>
<td>Frank, Mark</td>
</tr>
<tr>
<td>Deicer</td>
<td>Rock Salt</td>
<td>574-772-8257</td>
<td>Supers, Watson's</td>
</tr>
<tr>
<td>Plow Parts</td>
<td>NAPA</td>
<td>440-988-4497</td>
<td></td>
</tr>
<tr>
<td>Shovels</td>
<td>Watson Hardware</td>
<td>440-775-1731</td>
<td>Watson's</td>
</tr>
</tbody>
</table>

III. Contracted Services

Uncontrollable events such as unexpected heavy snowfall, prolonged snow events, or equipment breakdowns can create conditions that outstrip the capabilities of the institution's staff and equipment. Excessive build-up of snow may bring about the need for large equipment for the removal of snow from critical areas. In these instances the hiring of a contractor for specialized emergency services is essential to maintain public safety.

A agreement has been established with Turnbull Excavating for emergency snow removal services. This understanding establishes that once their primary customers receive appropriate services, Oberlin College will be their next highest priority account. Standing orders with Supers Landscape and Turnbull Excavating provide additional access to snow removal resources.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Phone Number</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supers Landscape</td>
<td>440-775-0027</td>
<td>Greg Supers, Sr.</td>
</tr>
<tr>
<td>Turnbull Excavating</td>
<td>440-775-2020</td>
<td>Claude Turnbull</td>
</tr>
</tbody>
</table>

IV. Snow Removal Zones

In order to provide a safe and reasonable work environment during snow removal operations, the campus is separated into strategic zones to allow for complete coverage during winter storms. Zones are assigned to Grounds Department personnel and Custodial Department personnel. Zone assignments are essential to the snow removal plan. The clear organization of work duties establishes a timely, coordinated response to the emergency. In the event of worker illness or injury during operations, a substitute worker is to be assigned a defined role in the team effort.
### PARKING LOT PLOW ROUTES

<table>
<thead>
<tr>
<th>Route 1</th>
<th>Route 2</th>
<th>Route 3</th>
<th>Route 4</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bosworth</td>
<td>Phillips South Row</td>
<td>Sci Ctr / Kettering</td>
<td>South Hall W</td>
<td>Staff – Priority 1</td>
</tr>
<tr>
<td>Stevenson</td>
<td>Creative Writing</td>
<td>Woodland South</td>
<td>AJLC W Entry</td>
<td></td>
</tr>
<tr>
<td>Museum</td>
<td>Service Bulding</td>
<td>Wilder</td>
<td>Robertson</td>
<td></td>
</tr>
<tr>
<td>Tank</td>
<td>Mudd</td>
<td>Finney</td>
<td>Lord Loading Dock</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prof Svcs Bldg</td>
<td>Rice</td>
<td>Talcott</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grey Gables</td>
<td>Hales</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>AJLC</td>
<td>Health &amp; Wellness Cir</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Woodland North</td>
<td>Museum</td>
<td>Price</td>
<td>Residential</td>
<td></td>
</tr>
<tr>
<td>Phillips</td>
<td>Firelands</td>
<td>Aliencroft</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Union Street</td>
<td></td>
<td>Harvey</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Solar Field Drive</td>
<td></td>
<td>Fairchild</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Johnson House</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Old Barrows</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SIDEWALK PLOW ROUTES

<table>
<thead>
<tr>
<th>North Sidewalks</th>
<th>South Sidewalks</th>
<th>Center Sidewalks</th>
<th>Museum Block Sidewalks</th>
</tr>
</thead>
<tbody>
<tr>
<td>3540</td>
<td>1445</td>
<td>1445, 1100, 4760</td>
<td>1575</td>
</tr>
<tr>
<td>OBERLIN COLLEGE GROUNDS SHOVEL ROUTES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Staff</strong></td>
<td><strong>Site – Priority 1</strong></td>
<td><strong>Site – Priority 2</strong></td>
<td></td>
</tr>
<tr>
<td>Terry Kish</td>
<td>Admission Lot, SW corner 1</td>
<td>Carnegie, east entry</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bosworth Hall 9</td>
<td>Fairchild Chapel, east entry</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Keep Cottage 2</td>
<td>Sci Ctr dumpsters 1</td>
<td></td>
</tr>
<tr>
<td>Dan Sobosel</td>
<td>Conservatory of Music 8</td>
<td>Bibbins SE entry</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lewis House 88 S. Professor front entry 1</td>
<td>Harvey East entry ZB</td>
<td></td>
</tr>
<tr>
<td></td>
<td>76, 78 S. Prof Front entry trash rmv path 1</td>
<td>Harvey East entry HH</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fairchild S CoOp entry 1</td>
<td>Fairchild Lot to Fairchild W CoOp entry</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Carriage House E entry</td>
<td></td>
</tr>
<tr>
<td>Amanda Bizorek</td>
<td>Harkness Hall 4 entries, 2 yd dumpsters</td>
<td>Harkness ADA Ramp, entry</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Old Barrows Hall 2</td>
<td>Blue House, E Lorain 2</td>
<td></td>
</tr>
<tr>
<td>Anita Rivalsky</td>
<td>President's House</td>
<td>Talcott ADA ramp</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Baldwin NW CoOp loading ramp</td>
<td>Lord West entry</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AJ Lewis Center, annex 5</td>
<td>Lord North entry</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Language Complex 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lord Saunders Hall East plaza 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark Bement</td>
<td>Wilder Hall, Ice buildup below south steps 1</td>
<td>Transportation garages doors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mudd Center ramp 1</td>
<td>Rice W lower entry</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Professional Svcs Bldg 4</td>
<td>Mudd East Plaza smoking area</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Finney front plaza 3</td>
<td>Rice lot 2 yd dumpsters</td>
<td></td>
</tr>
<tr>
<td>Scott Zubricky</td>
<td>Hall Aud entry north side of Little Theater 1</td>
<td>Hall Auditorium north emergency entries (2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hall w/ steps at bld sidewalk</td>
<td>AMAM 2 yd dumpsters</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AMAM w steps at bd sidewalk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kevin Gutierrez</td>
<td>Tank Hall 4</td>
<td>Firestone Studio</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Firelands bld 3</td>
<td>Hales Pool entries (2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Heisman Field House loading dock 1</td>
<td>Tank East ramp</td>
<td></td>
</tr>
<tr>
<td>Jake Baker</td>
<td>Union St residences 18</td>
<td>Phillips S ramp</td>
<td></td>
</tr>
</tbody>
</table>
# OBERLIN COLLEGE 2018-2019 WINTER STORM COMMUNICATION LIST

## GROUNDS

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Position</th>
<th>Radio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Becky Bode</td>
<td>440-320-7190</td>
<td>Grounds Services Mgr.</td>
<td>16</td>
</tr>
<tr>
<td>Mark Bement</td>
<td>440-635-8913</td>
<td>Grounds Specialist</td>
<td>55 M</td>
</tr>
<tr>
<td>Terry Kish</td>
<td>440-371-1742</td>
<td>Grounds Specialist</td>
<td>55 K</td>
</tr>
<tr>
<td>Dan Soboslei</td>
<td>440-657-4663</td>
<td>Grounds Worker</td>
<td>55 C</td>
</tr>
<tr>
<td>Amanda Bizorek</td>
<td>440-371-8542</td>
<td>Grounds Worker II</td>
<td>55 B</td>
</tr>
<tr>
<td>David Kelley</td>
<td>440-522-7342</td>
<td>Mechanic</td>
<td>23</td>
</tr>
<tr>
<td>Chris Nemeth</td>
<td>440-228-6006</td>
<td>Mechanic</td>
<td>22</td>
</tr>
<tr>
<td>Kevin Gutierrez</td>
<td>440-371-4870</td>
<td>Grounds Specialist</td>
<td>55 X</td>
</tr>
<tr>
<td>Scott Zubricky</td>
<td>216-310-3224</td>
<td>Grounds Specialist</td>
<td>55 A</td>
</tr>
<tr>
<td>Jake Baker</td>
<td>440-371-7667</td>
<td>Grounds Specialist</td>
<td>55 J</td>
</tr>
<tr>
<td>Anita Rivalsky</td>
<td>440-789-3850</td>
<td>Grounds Specialist</td>
<td>55R</td>
</tr>
</tbody>
</table>

## CUSTODIAL DEPARTMENT

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Cell</th>
<th>Position</th>
<th>Radio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Anadiotis</td>
<td>440-775-5660</td>
<td>440-452-4269</td>
<td>Custodial Manager</td>
<td>15L</td>
</tr>
<tr>
<td>Victor Justik</td>
<td>440-775-5643</td>
<td>440-935-5781</td>
<td>Custodial Supervisor</td>
<td>15J</td>
</tr>
</tbody>
</table>

Custodial Manager on call pager – 440-351-0330

## FACILITIES OPERATIONS

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone (Office)</th>
<th>Cell (Cell)</th>
<th>Position</th>
<th>Radio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Klaiber</td>
<td>440-775-8445</td>
<td>440-506-0512</td>
<td>Vice President Fac Ops</td>
<td>205</td>
</tr>
<tr>
<td>Chet Arcaba</td>
<td>440-775-8445</td>
<td>440-935-2892</td>
<td>Director, Facilities Stewardship</td>
<td>200</td>
</tr>
<tr>
<td>Office of Campus Safety</td>
<td>440-775-8444</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D A Towing</td>
<td>440 988 8679 (Office)</td>
<td>440 897 4367 (Cell)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SNOW EMERGENCY PARKING PLAN

To support efficient snow removal operations and safety of the campus community, Safety & Security Office and Facilities Operations ask for your cooperation during winter storms.

Snow Emergency Parking Plan Notification:
The declaration of a Snow Emergency will be made by the Grounds Department via voice message on the Snow Emergency Information Line (440.775.8705) and placed online as a Campus Bulletin. The Grounds Department will contact residential hall advisors and building representatives by e-mail when a Snow Emergency is declared. When a Snow Emergency ends, the Grounds Department will install a cancellation message on the Snow Emergency Information Line. Students and college employees may then resume overnight parking in the designated spaces.

SNOW EMERGENCY PARKING:
During a Snow Emergency, vehicles must be moved from parking spaces marked “Snow Emergency No Parking” during the hours of 12:00 a.m. through 6:00 a.m.

The primary overnight parking locations for temporarily displaced vehicles are the Union Street lot (for students) and the west row of the Mudd Center lot (for faculty/staff).

If you have plans to leave campus overnight and your vehicle is parked in a “Snow Emergency No Parking” space, it is your responsibility to move it to an appropriate lot.

Students who use Mudd Center lot must remove their vehicles before 7:00 a.m.

Vehicles in violation of this practice will be ticketed by Safety and Security and towed at the owner's expense. A fine of $20.00 and $65.00 (to cover towing fees) must be paid at the Office of Safety and Security prior to release of the vehicle.

The “Snow Emergency No Parking” locations are indicated on the map. Included are A.J. Lewis Center lot (west section), Allen Art Museum lot, Bosworth lot, Conservatory (south lot), Philips lot (south row), Finney lot, Grey Gables lot, Kettering lot, Mudd lot (east row), Professional Services Bldg lot, Rice lot, Service Building (east, west and south lots), Stevenson lot, Wilder lot, Woodland lot (south section) and all campus loading docks.
Appendix B
Stevenson Lot Winter Parking

1. RESERVED CONNECT
2. 7 REGULAR STAFF PARKING SPACES FOR NIGHT CUSTODIANS AND CDS STAFF
3. RESERVED SPACE FOR CDS BOX TRUCK PARKING
4. 2 HC, 3 RESERVED RES ED, 2 LEED

RESERVED FOR COMPOST CONTAINERS AND VEGETABLE OIL CONTAINER.
3 RESERVED CDS VEHICLES
Appendix C

Philips Lot Winter Parking

No overnight parking except south east corner.

OVERNIGHT PARKING FOR VANS, TRAVELING COACHES, AND CARSHARE VEHICLE
Appendix D
Bailey Field Locker Room Building Entry
Snow Removal

- Custodial Department
- Grounds Plow Route

N
Appendix E

North Campus, Athletic Complex Entry Snow Removal
Appendix H
Museum Block, Conservatory
Entry Snow Removal
Appendix I
Talcott Block Entry Snow Removal
Appendix L

North Sidewalk Plow Route

White arrows priority one.
Black arrows priority two.
Appendix N—Museum Sidewalk Flow Route

Order of priority:
- KAC
- Bosworth
- Conservatory
- Museum Block
- Tank/Firelands
- Tappan Square

West side of Professor St.
North of Union St to Union St. lot.

North side of Union street on the way out of the shop

10/14/15