Snow Removal Policy
Oberlin College  FY22

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.

Updated by Becky Bade & Shannon Miller 11/22/2021
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Memorandum

DATE: November 18, 2021
TO: Jim Klaiber, Asst. VP Facilities Operations
FROM: Becky Bode, Grounds Services Manager
SUBJECT: OBERLIN COLLEGE 2021-2022 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 instructional 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.
I. Responsibilities of Personnel

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

1. Functions as snow removal operations leader in the absence of Grounds Services 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 No Overnight Parking December 1st – March 31st (See Appendix A).

B. Becky Bode, Grounds Services Manager

1. Updates campus snow removal plan on a yearly basis. Works with Fac Ops Administrative Assistants to update No Overnight Parking December 1st – March 31st flyer on the web.

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). Campus Safety 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 plan 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 of 6'.

10. Initiates preventative maintenance work order November 25th to activate ice melt systems in the following features:
   a. Bibbins – north plaza (steam)
   b. Rice – south steps (steam)
   c. King – east steps and ramp (steam)
   d. King – west steps (steam)
   e. Burton – south ADA ramp (steam)
   f. Saunders – north ADA ramp (steam)
   g. Asia – south ADA ramp (steam)
   h. Wilder – south steps (steam)
   i. Wilder – NW / NE ramps
   j. Mudd – east ramp

11. Reviews Custodial Department snow removal responsibilities with Custodial Manager, Custodial Supervisor(s) and Scioto.

12. Maintains fire hydrant location diagram.

13. 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 #22 in the SW corner of the Willard Court lot.

14. Coordinates with food service to have CDS vehicles parked in the five reserved spaces in the third row of Stevenson lot as part of the No Overnight Parking December 1st – March 31st. Includes the Stevenson SEPP Diagram in the Snow Plan. See Stevenson Lot Winter Parking Diagram (Appendix B).

15. Directs Jessica Bayer-Crissman, Director SESLO / Assistant Dean of Students to tell OSCA staff to park in the two reserved spaces in the NW corner of Stevenson lot overnight. See Stevenson Lot Winter Parking Diagram (Appendix B).

16. Purchases 12 pallets of 25 lb. bag salt (100 bags per pallet). Pallets to be stored in the Service Building by November 14th. 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.

17. Contacts Village Housing Coordinator on Village Housing snow issues.
18. 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.

19. Directs Athletic Department staff to park overnight vehicles in the SW corner of Phillips lot.

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

21. Contacts Custodial Manager when Custodians are needed on weekends. Contacts Logistics and Mobile Technologies Manager when Service Transportation staff is needed for snow removal.

22. Supervises Custodians, Service Transportation, and Maintenance Techs called in on weekends for snow removal.

23. Calls out staff in the following progression for plowing:
   a. Grounds Department
   b. Maintenance Techs via Facilities Operations Manager on Call
   c. Service Transportation via Logistics & Mobile Technologies Manager (Service Pool, Head Trucker, Mail, Stock Room, Mechanics)
   d. Trades Apprentice (Mark Robinson)

24. Calls out staff in the following progression for shoveling snow and ice:
   a. Grounds Department
   b. Custodial Department via Custodial Manager on Call
   c. Service Transportation via Logistics & Mobile Technologies Manager (Service Pool, Head Trucker, Mail, Stock Room, Mechanics)
   d. Maintenance Techs via Facilities Manager on Call

25. Remove recycling dumpster from Firelands lot December 20th – March 15th. Move Hales dumpster to NW corner.

26. Call in 4 – 6 Custodians to shovel the Grounds shovel route when clearing severe winter storms.

27. Call Larry Philips, 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. Grounds staff to unload 10 pallets of ice melt with fork life from semi-truck from vendor by December 5th. Pallets are stacked two high in East Field Storage Building.

3. Grounds staff to stake path to solar gate and other curvilinear driveways by November 15th.

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

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

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

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

8. 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.

9. 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>

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

11. Apply deicing and traction materials as follows:

   a. Clearlane treated salt — parking lots by truck spreader
   b. Clearlane treated salt — sidewalks by tractor spreader
   c. Rock salt deicer — sidewalks by hand

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

13. Clear snow 5’ away from the fire hydrants and fire standpipes.

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

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

17. Place deicer containers with lid and scoop at the following sites:
   a. Johnson House steps
   b. Allen Memorial Art Museum south rear entry
   c. Allen Memorial Art Museum Venturi Wing entry sidewalk
   d. Harkness
   e. Baldwin

18. Clear the “approaches” (sidewalk to city street sloped paving) after shovel route is complete. Total approaches = 140. The quantities of approaches per zone are as follows:
   a. North Zone (47)
   b. Athletic Zone (12)
   c. Arts Zone (21)
   d. South Zone (24)
   e. Center Zone (20)
   f. Tappan Square (16)

D. Plow Routes

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

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


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

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

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

7. Plow drive to Solar Array on second priority status.
8. Center campus sidewalk route opens Wilder, Cox, Rice, Dascomb, Mudd, and Service Building before opening Cedar St and Professional Services Building.

9. Install barricades to close the terrace entry at Knowlton Athletic Complex, Kohl west stairs.

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

11. Install snow stakes: Wilder plaza beds, Solar Array drive, President’s House.

E. 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.

F. Custodial Department Supervisors

1. Direct Service Pool to deliver 25 lb. bags of deicer from stockroom to buildings by November 15th.

2. Provide shovels for custodial staff.

3. Schedule and supervise snow removal at assigned areas during regular shifts. Make periodic inspections of assigned areas. Direct Custodians to connect entry shovel path to cleared path from sidewalk tractor.

4. Advise Grounds Manager, Facilities Operations and / or Campus Safety of unsafe or potentially hazardous conditions encountered during snow removal operations.

5. Maintain radio communication with Facilities Operations, Grounds Department, Campus Safety and other Facilities Services snow removal equipment in operation.
6. 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.

G. Custodial Department Staff

1. Clear snow, ice, and slush from assigned building entry plazas, sidewalks, and steps. Remove snow and deice 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.

5. Weekend call-outs should report to Grounds Shop to get directions from Grounds Services Manager.

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.

H. Facilities Operations

1. Function as snow emergency control center during severe winter storm conditions.

2. Assist Grounds Services Manager and Custodial Supervisor(s) by telephoning snow removal personnel and / or others involved in snow removal operations.

3. Maintain radio communication with Grounds Department, Custodial Department, and DSS personnel.

I. Office of Campus Safety Department Personnel

1. The Assistant Director of Campus Safety and the Grounds Services Manager confirm the implementation of the No Overnight Parking December 1st – March 31st.

2. The Assistant Director of Campus Safety posts a SEPP announcement bulletin on Oberlin College Online and sends a community-wide email announcement.
3. When snow and ice begin to accumulate on pavement, contact the Grounds Services Manager via cell phone (440) 320-7190.

4. If the Grounds Services Manager cannot be reached, contact the Manager on Call to report conditions and inform the MOC that the Grounds Manager cannot be reached.

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

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

7. Grounds personnel are scheduled at 3:00 a.m. for snow removal. Parking is restricted from areas designated “No Overnight Parking December 1st – March 31st” (see map in parking brochure). Office of Campus Safety should assist by removing and replacing departmental / personal vehicles as Service Building East Service lot is plowed.

J. Office of Campus Safety Initiating Needed Enforcement / Towing

1. Parking citations to vehicles in “No Overnight Parking December 1st – March 31st” areas:

   a. Under “Parking Violation, To wit:” print “Snow Ban $65.00”
   b. Check “Vehicle Towed” under “Enforcement Actions”
   c. Complete tow sheet listing condition / damage for each vehicle towed

2. Office of Campus Safety is to call D&A Towing at (440) 988-8679 or cell phone (440) 897-4367. D&A Towing to remove ticketed vehicles from Snow Emergency No Parking areas in the following order:

   a. Kettering
   b. Woodland South
   c. Bosworth
   d. Stevenson
   e. Service Building West and South
   f. Robertson
   g. Rice
   h. Finney
   i. Wilder
   j. Grey Gables
   k. Mudd
   l. Lord Kitchen
   m. Philips
3. Towing contractor is to turn all ticket invoices into the supervisor, or to the communications officer if the supervisor is not available, to hold for inquiries and payments 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 in 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.

K. 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.

L. Office of Campus Safety Administrative Assistant

1. Deposit related fines collected or billed to Fac Ops account covering No Overnight Parking December 1st – March 31st.

2. Director sends a preliminary explanation of the SEPP to the community at the earliest allowable time.
II. Materials and 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>Quantity</th>
<th>Size</th>
<th>Material</th>
</tr>
</thead>
<tbody>
<tr>
<td>250</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 Deicer</td>
<td>Abraxus Salt</td>
<td>866-666-7258</td>
<td>Frank, Mark</td>
</tr>
<tr>
<td>Deicer</td>
<td>Rock Salt</td>
<td>574-772-6257</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.

An 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.

A. 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>Philips South Row</td>
<td>Sci Ctr / Kettering</td>
<td>South Hall W</td>
<td>Priority 1</td>
</tr>
<tr>
<td>Stevenson</td>
<td>Creative Writing</td>
<td>Woodland South</td>
<td>AJLC W Entry</td>
<td>&quot;</td>
</tr>
<tr>
<td>Museum</td>
<td>Service Building</td>
<td>Wilder</td>
<td>Robertson</td>
<td>&quot;</td>
</tr>
<tr>
<td>Tank</td>
<td>Mudd</td>
<td>Finney</td>
<td>Prof Svcs Bldg</td>
<td>&quot;</td>
</tr>
<tr>
<td>Grey Gables</td>
<td>Rice</td>
<td>Lord Loading Dock</td>
<td></td>
<td>&quot;</td>
</tr>
<tr>
<td>AJLC</td>
<td>Hales</td>
<td>Talcott</td>
<td></td>
<td>&quot;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Health &amp; Wellness</td>
<td></td>
<td>&quot;</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Woodland North</th>
<th>Museum</th>
<th>Price</th>
<th>Priority 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Philips</td>
<td>Firelands</td>
<td>Allencroft</td>
<td>&quot;</td>
</tr>
<tr>
<td>Union Street</td>
<td>Harvey</td>
<td></td>
<td>&quot;</td>
</tr>
<tr>
<td>Solar Field Drive</td>
<td>Fairchild</td>
<td></td>
<td>&quot;</td>
</tr>
</tbody>
</table>

B. Sidewalk Plow Routes

<table>
<thead>
<tr>
<th>North Sidewalks</th>
<th>South Sidewalks</th>
<th>Center Sidewalks</th>
<th>Museum Block Walks</th>
</tr>
</thead>
<tbody>
<tr>
<td>3540</td>
<td>1445</td>
<td>1445, 1100, 4760</td>
<td>1575</td>
</tr>
</tbody>
</table>
### C. Grounds Shovel Routes

<table>
<thead>
<tr>
<th>Staff</th>
<th>Site – Priority 1</th>
<th>Site – Priority 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amanda Bizorik</td>
<td>Admissions Lot, SW corner 1</td>
<td>Carnegie, east entry</td>
</tr>
<tr>
<td></td>
<td>Bosworth 9</td>
<td>Fairchild Chapel, east entry</td>
</tr>
<tr>
<td></td>
<td>Keep Cottage 2</td>
<td>Science Center dumpsters 1</td>
</tr>
<tr>
<td>Dan Sobosial</td>
<td>Conservatory of Music 8</td>
<td>Bibbins SE entry</td>
</tr>
<tr>
<td></td>
<td>Lewis House, 68 S. Prof front entry 1</td>
<td>Harvey, east entry Z8</td>
</tr>
<tr>
<td></td>
<td>76, 78 S. Prof front entry trash rmv path 1</td>
<td>Harvey, east entry HH</td>
</tr>
<tr>
<td></td>
<td>Fairchild Coop, entry 1</td>
<td>Fairchild Lot to Fairchild W Coop entry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Carriage House, east entry</td>
</tr>
<tr>
<td>VACANT</td>
<td>Harkness, 4 entries, 2 yd dumpsters</td>
<td>Harkness ADA Ramp, entry</td>
</tr>
<tr>
<td></td>
<td>Old Barrows, 2</td>
<td>Blue House, E Lorain 2</td>
</tr>
<tr>
<td>Noah Hammond</td>
<td>President’s House</td>
<td>Talcott ADA ramp</td>
</tr>
<tr>
<td></td>
<td>Baldwin NW Coop loading ramp</td>
<td>Lord, west entry</td>
</tr>
<tr>
<td></td>
<td>AJ Lewis Center, annex 5</td>
<td>Lord, north entry</td>
</tr>
<tr>
<td></td>
<td>Language Complex 6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lord Saunders, east plaza 3</td>
<td></td>
</tr>
<tr>
<td>VACANT</td>
<td>Wilder, ice buildup below south steps 1</td>
<td>Transportation garage doors</td>
</tr>
<tr>
<td></td>
<td>Mudd Center ramp 1</td>
<td>Rice, W lower entry</td>
</tr>
<tr>
<td></td>
<td>Professional Services Building 4</td>
<td>Mudd, east plaza smoking area</td>
</tr>
<tr>
<td></td>
<td>Finney front plaza 3</td>
<td>Rice lot 2 yd dumpsters</td>
</tr>
<tr>
<td>Mark Bement</td>
<td>Hall Aud entry north side of Little Theat 1</td>
<td>Hall Aud north emergency entries 2</td>
</tr>
<tr>
<td></td>
<td>Hall w/ steps at blvd sidewalk</td>
<td>AMAM 2 yd dumpsters</td>
</tr>
<tr>
<td></td>
<td>AMAM w steps at blvd sidewalk</td>
<td></td>
</tr>
<tr>
<td>Kevin Gutierrez</td>
<td>Tank Hall 4</td>
<td>Firestone Studio</td>
</tr>
<tr>
<td></td>
<td>Firelands bldg. 3</td>
<td>Hales Pool entries 2</td>
</tr>
<tr>
<td></td>
<td>Heisman Field House loading dock 1</td>
<td>Tank, east ramp</td>
</tr>
<tr>
<td>Jim Binder</td>
<td>Union Street residences 18</td>
<td>Philips S ramp</td>
</tr>
</tbody>
</table>
V. Winter Storm Communication List

A. 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 Manager</td>
<td>16</td>
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<tr>
<td>Mark Bement</td>
<td>440-935-6913</td>
<td>Grounds Specialist</td>
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<tr>
<td>Dan Soboslai</td>
<td>440-657-4663</td>
<td>Grounds Specialist</td>
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<tr>
<td>Amanda Bizorik</td>
<td>440-371-8542</td>
<td>Grounds Specialist</td>
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<tr>
<td>Kevin Gutierrez</td>
<td>440-371-4870</td>
<td>Grounds Specialist</td>
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<tr>
<td>Jim Binder</td>
<td>440-522-8932</td>
<td>Grounds Worker II</td>
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<tr>
<td>Noah Hammond</td>
<td>440-935-0345</td>
<td>Grounds Worker II</td>
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B. Mechanics

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<th>Position</th>
<th>Radio</th>
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<tr>
<td>David Kelley</td>
<td>440-522-7342</td>
<td>Mechanic</td>
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<tr>
<td>Chris Nemeth</td>
<td>440-228-6006</td>
<td>Mechanic</td>
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C. Custodial Department

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<tr>
<th>Name</th>
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<th>Position</th>
<th>Radio</th>
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<tr>
<td>Lisa Anadiotis</td>
<td>440-452-4269</td>
<td>Custodial Manager</td>
<td>15L</td>
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<tr>
<td>Dawn Maple</td>
<td>440-213-1315</td>
<td>Custodial Supervisor</td>
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D. Facilities Operations

<table>
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<th>Position</th>
<th>Radio</th>
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<tr>
<td>Jim Klaiber</td>
<td>440-506-0512</td>
<td>Assistant VP Facilities Operations</td>
<td>205</td>
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<tr>
<td>Chet Arcaba</td>
<td>440-935-2592</td>
<td>Director of Facilities Stewardship</td>
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E. Campus Safety

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<tr>
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<th>Position</th>
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<tr>
<td>Office of Campus Safety</td>
<td>440-775-8444</td>
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Appendixes

A. Snow Emergency Parking Plan
B. Stevenson Lot Winter Parking
C. Philips Lot Winter Parking
D. Bailey Field Locker Room Building Entry Snow Removal
E. North Campus, Athletic Complex Entry Snow Removal
F. Carnegie Block Entry Snow Removal
G. Center Campus Block Entry Snow Removal
H. Museum Block, Conservatory Entry Snow Removal
I. Talcott Block Entry Snow Removal
J. South Campus Entry Snow Removal
K. 1445 Sidewalk Plow Areas Center Campus
L. North Sidewalk Plow Route
M. Center Sidewalk Plow Route
N. Museum Sidewalk Plow Route
O. South Sidewalk Plow Route
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), Phillips lot (south row), Finney lot, Gray 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

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 E
North Campus, Athletic Complex Entry Snow Removal

Red—Grounds
Yellow—Custodial Department

Union Street Residences

Williams Field House
Appendix H

Museum Block, Conservatory

Entry Snow Removal

Red—Grounds
Yellow—Custodial Department
Blue—Campus Dining Services
Appendix I
Talcott Block Entry Snow Removal

Red—Grounds
Yellow—Custodial Department
Appendix L

North Sidewalk Plow Route

White arrows priority one.
Black arrows priority two.
Appendix M

Center Sidewalk Plow Route

Priority 1 — White arrow
Priority 2 — →
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
Appendix O—South Sidewalk Plow Route

South side of Union St

Priority One red and white arrow

Priority two back arrow