

A photograph of a snowy campus scene. In the background, a tall clock tower with two clock faces is visible. The ground is covered in a thick layer of snow, and several people are walking on a path. The sky is overcast and grey. The text "SNOW REMOVAL PLAN" is overlaid in a large, bold, dark red font. A yellow horizontal bar is positioned below the word "SNOW".

SNOW REMOVAL PLAN

2022 - 2023



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INTRODUCTION

The Jackson College Facilities Department is responsible for snow and ice removal on campus. It is our goal to provide as safe of an environment as possible in a Michigan winter. Each storm can present different problems and the intent of this plan is to assure sufficient staff are scheduled to operate the equipment an to assure adequate reserves of manpower to keep campus clean during an all day now event.

Facilities Staff

- There are over twenty staff members directly involved with winter storm events. This includes administrators, communications, equipment operators and shoveling teams.
- The Chief Campus Operations Officer and the Grounds, Fleet, and Utility Maintenance Coordinator are responsible for the overall operation and communication to Facilities Staff
- Facilities watches the weather closely and typically a plan will be in place prior to the storm hitting.
- Each building has an assigned person to shovel and salt main entries.
- Local contractors are called in as needed for trucking snow from the site.

SNOW & ICE EVENTS

Light Snow Fall

Facilities grounds and maintenance staff arrive between 5:00 a.m. and 7:00 a.m. for normal working hours. In the event of light snow, parking lots and walks can be cleared before classes without coming in early.

Continuous Light Snow

When snow continues to accumulate at ½” per hour snow removal is done continuously throughout the day. Typically, our brushing equipment is used to clear the snow with a light salting for traction.

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Heavy Snow

If a heavy snow event is forecasted the grounds and maintenance department will report to campus at 5:00 a.m. or earlier as needed. Priority parking lots and sidewalks are cleared first followed by secondary parking lots and sidewalks. Continued snow removal throughout the day and repeat the following day as needed.

Ice Storm

If few inches snow is anticipated before a forecasted ice storm, facilities staff will leave the snow on the surfaces. The snow allows a barrier between the ice and the concrete surface making snow removal easier and walking surfaces safer.

Facilities staff apply salt throughout an ice event as long as the temperature stays at or about 22 degrees Fahrenheit. Salt is ineffective below 22 degrees Fahrenheit. Salt may still be laid to help with traction in the parking lots and drives.

Once the ice storm event is over the temperature will indicate what the next steps are for campus snow and ice removal.

Weekend Snow or Ice

Facilities staff will be called in for snow removal on the weekend depending on the severity.

Contacting Facilities

For urgent snow or ice issues the Facilities Service Center can be contacted via email at JCFacilitiesServiceCenter@jccmi.edu or the urgent line can be called at 517-793-8681.

If it is not an urgent issue a work order can be entered on the facilities webpage at https://www.jccmi.edu/facilities_department/work-requests/

If it is a life threatening emergency JC Security can be reached at 517-796-8620.

PROCEDURES

Snow Removal Equipment

Brushing Equipment

When brushing clear the snow completely off the sidewalks:

- Snow shall be removed four to 8 inches off the sidewalk to allow for the next snow event

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- Snow shall not be pushed onto bushes or trees due to damage it can incur.
- Snow shall not be pushed into the sides of the buildings
- Operators shall be mindful of landscaping with stone.

Snowplow equipment

When using the trucks with plows attached:

- Snow shall be cleared from the assigned parking lots completely.
- Trucks shall not go over 20 mph.
- Snow shall be pushed over the curbs and into designated areas.

Salting Equipment

When using the Chevy 6500 for salting parking lots and drives:

- Operators shall only use rock salt
- Chevy shall not go over 20 mph.
- All lots and roadways shall be salted.

Hand Shoveling:

When using a hand shovel:

- Snow shall be removed from all steps on campus.
- Snow shall be removed from all doorways including ADA access points.
- Snow shall not be piled against the buildings but moved to designated areas.

De-icing Materials

Pro-Link Premium Ice Melter

- Non-toxic – even safe for children and pets
- Can be handled safely with bare hands
- Will not harm trees, shrubs, lawns or other vegetation
- Leaves no oily residue on carpets and floors
- Safe for concrete when used as directed

Ultrapro Premium Ice Melter with Instaheat

- Calcium chloride pellets which help melt to lower temperatures and prevent refreezing.
- Safety Color Coating
- Low toxicity and biodegradable
- Reduces corrosion

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Priority Snow Removal

Drives and Beltway

The Emmons Road entry, Browns Lake Road entry and beltway are priorities.

Parking Lots

Parking lots are broken down into primary and secondary snow removal priorities. A map highlighting the areas can be found in the appendix.

Primary

Howser Child Development Center (Lot K)
Campus Services & Justin Whiting (Lot P)
Bert Walker Hall (Lot A & Lot B)
George Potter Center (Lot C & Lot D)
Education Innovation Center (Lot N)

Secondary

Jets Hangar (Lot J)
Gold Hall & James McDivitt Hall (Lot H)
William Atkinson Hall (Lot G)
George Potter Center (Lot F)
Athletic Fields (Lot O)

Sidewalks and Fitness Trail

Priority sidewalks are cleared by Brush 1 and Brush 2 prior to moving on to the secondary sidewalks. A map highlighting the areas can be found in the appendix.

Primary

Brush One

- *JW sidewalks*
- *HLC sidewalks*
- *BW North & South sidewalks*
- *GP sidewalks*
- *WA North & East sidewalks*
- *JM sidewalks*
- *Center Campus sidewalks*

Brush Two

- *JPEC/EIC walkway*
- *EIC sidewalks*
- *Fitness Trail sidewalk to Jets Village*
- *Jets Village sidewalks*
- *HCDC sidewalks*
- *JETS Hangar sidewalks*
- *MH & GH sidewalks*
- *CV sidewalks*
- *Sidewalk between Lot G & H*
- *JM South & East sidewalk*
- *FH West & North sidewalk*

Secondary

Remaining sidewalks and Fitness Trail

Building Entryways

All building entryways are priority and shall be shoveled by the facilities staff.

President's House – Wickwire Road

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The drive, patio, and sidewalk leading to the garage are all priorities.

Snow Removal Report

At the end of each day of a snow event the Grounds, Fleet and Utility Maintenance Coordinator (Nate Schweizer) will fill out a snow removal report and submit it to the Chief Campus Operations Officer. The snow removal report will provide a detailed list of the snow removal and help with any communication in the removal progress. A copy of the snow removal report can be found in the appendix or [Microsoft form](#).

APPENDIX

Safety Data Sheets

Premium Ice Melter:

[file:///C:/Users/PhillipMorganJ/Downloads/PL-177v2-1901 Premium Ice Melter Sell Sheet 1%20\(1\).pdf](file:///C:/Users/PhillipMorganJ/Downloads/PL-177v2-1901%20Premium%20Ice%20Melter%20Sell%20Sheet%201%20(1).pdf)

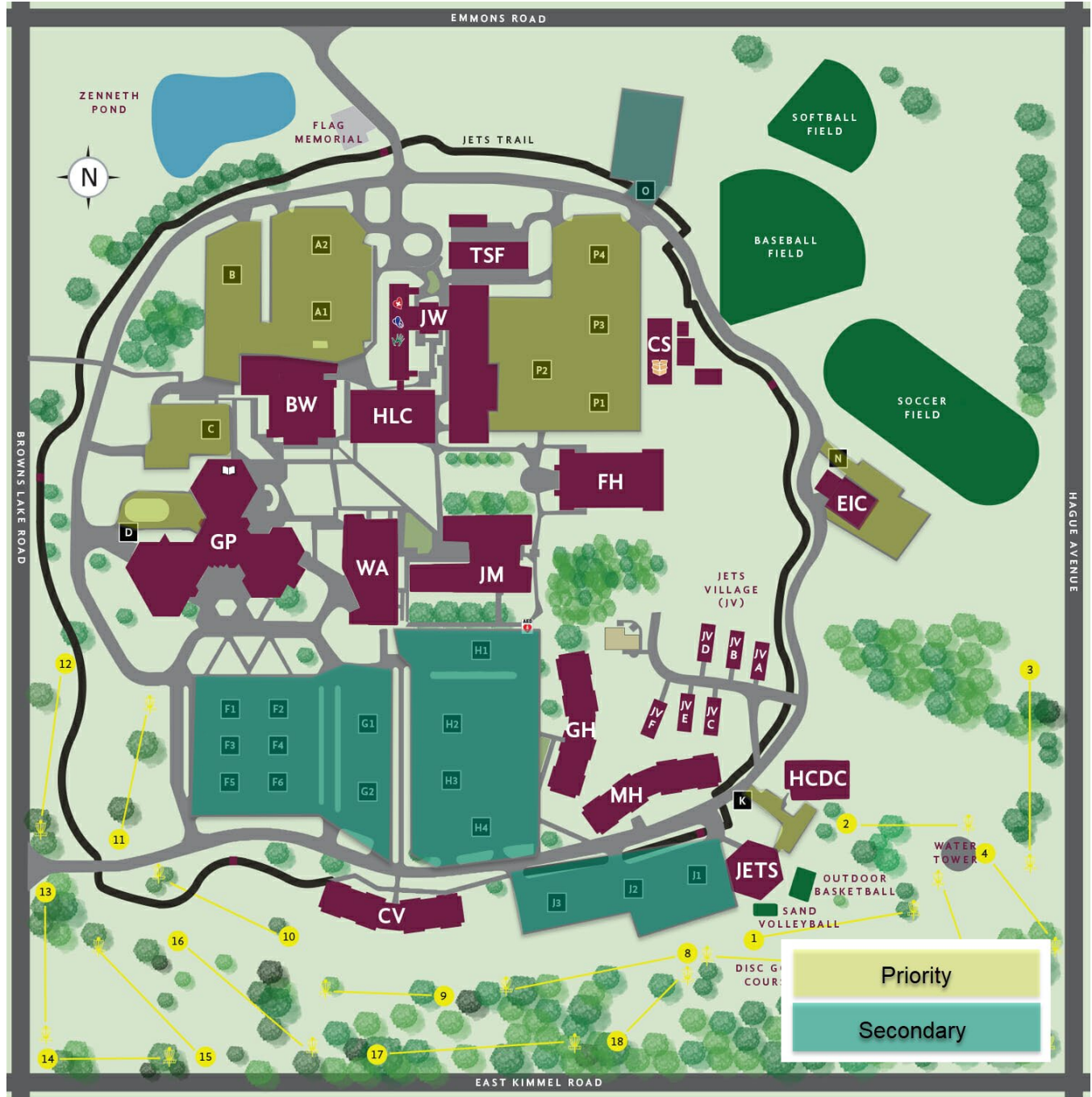
UltraPro Premium Ice Melter with Instaheat:

<https://www.finnallseasons.com/wp-content/uploads/2022/06/ULTRAPRO.MSDS-1.pdf>

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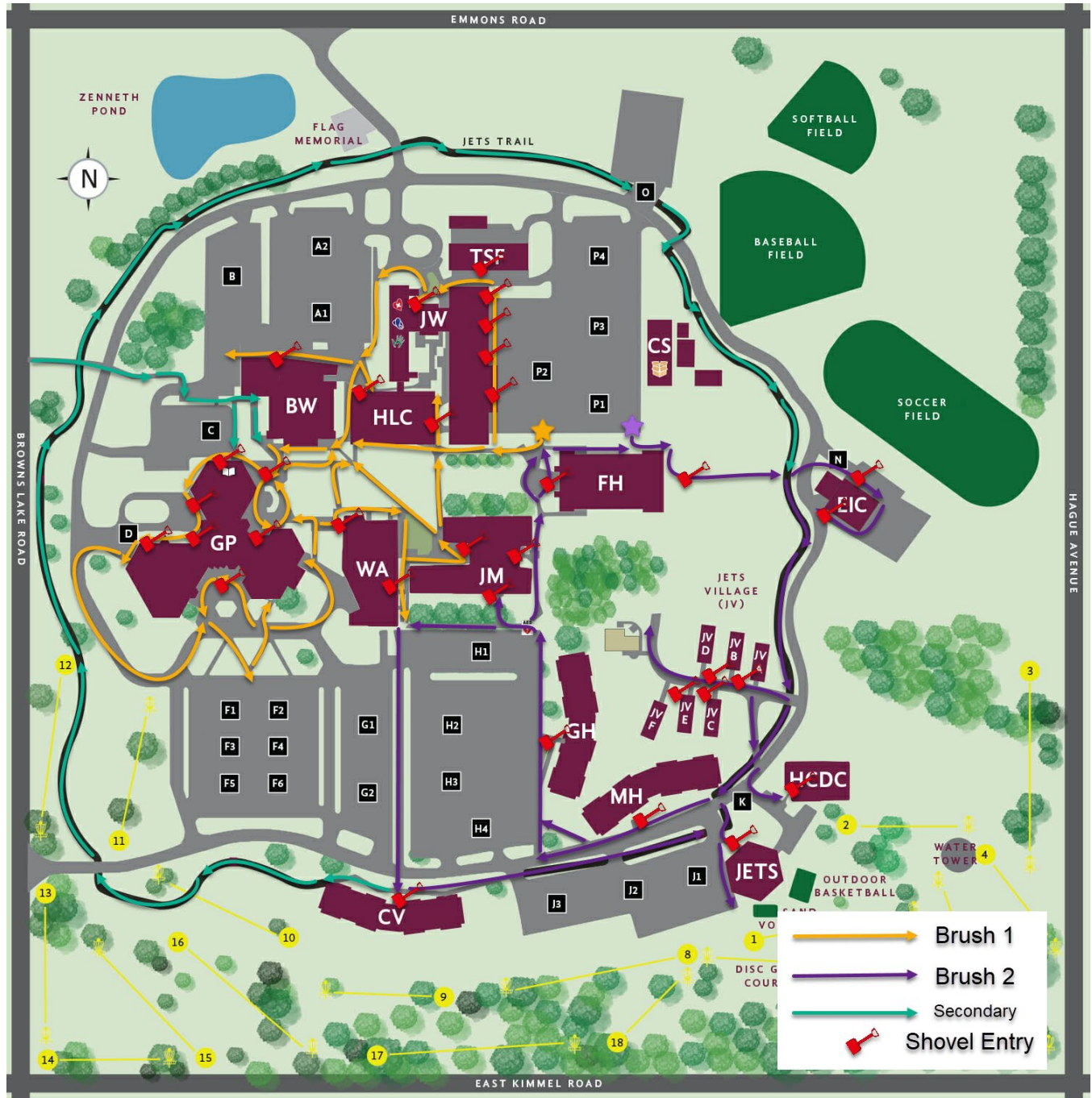
Parking Lot Priorities



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Sidewalk Priorities



Snow Removal Report

Snow Removal Report



Hi, Morgan. When you submit this form, the owner will see your name and email address.

* Required

1. Weather Conditions *

- Light Snowfall
- Continuous Light Snow
- Heavy Snow
- Ice Storm
- Weekend Snow or Ice

2. Time Started *

3. Time Ended *

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4. Snow/Ice Removal Activities *

- Brushing snow
- Snowplowing
- Salting
- Shoveling

5. Person(s) performing snow removal: *

Enter your answer

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