

	
University of Prince Edward Island	Policy Number:
Policy Title: Snow Removal Procedure and Guidelines	Page: 1 of 5
Creation Date: April 2008	Version Date: December 2018
Authority: Director of Facility Management	Responsibility: Manager of Maintenance Services
Reference:	Review Date : November 2021

1. Purpose:

It is understood that all hard surfaces will be cleaned of snow in such a manner as to allow safe, orderly movement of vehicular and pedestrian traffic. This responsibility shall include the ploughing of all drifting snow due to high winds in accordance with the priority list. In all cases, the Facilities Management Department is responsible for the overall clearing of snow and ice from all pedestrian entrances and walkways according to a priority list. Salting shall begin after ploughing when hazardous conditions exist. Questions or concerns regarding snow/ice control should be routed to the Facilities Management Department (extension #0471). Contact Security Services at extension #0384 after 4:00pm on weekdays and on weekends/holidays.

During the winter months, the Facilities Management staff is assigned snow/ice clearing duties. Regular scheduled shifts for staff are from 8am – 9pm on the weekdays and 8am – 4pm on Saturday. Staff will be called back to complete snow removal outside these hours as required. Campus conditions will be assessed by the Manager of Maintenance Services or designate to determine if conditions warrant snow removal activity.

All pertinent snow removal equipment, salt and sand is ready for service by the beginning of November of each year or earlier if the weather dictates.

2. Scope

All facilities owned or maintained by UPEI.

3. Responsibility

Facilities Management Department.

4. Procedures

4.1. Procedures for snowfall (in order of priority):

Depending on accumulation (typically 5cm or greater), snow removal to start between 3:00-6:00 am.

- 4.1.1. Fire lanes, fire hydrants, fire exits and sprinkler connections to be cleared;
- 4.1.2. Accessible routes, including ramps, to be cleared;
- 4.1.3. Building entrances shovelled and ice-melt applied as necessary from 6:00 am to 10:00 am;
- 4.1.4. Main parking lots for staff by 8:00 am followed by general parking areas;
- 4.1.5. Main walkways cleared to accommodate main routes by 8:00 am;
- 4.1.6. Remainder of parking lots, roadways, and walkways cleared after 8:00 am;
- 4.1.7. Salting all areas as needed;
- 4.1.8. Ice-melt and or sand mixed with salt as needed when very cold and icy;

4.2. Procedure for emergency winter conditions / circumstances (in order of priority)

Flooding / Ice / Extreme Cold Weather

- 4.2.1. Storm drains are to be kept clear and water directed to drains;
- 4.2.2. During icy and cold conditions, salt and sand mixture applied to areas as soon as possible in morning before staff arrives by 8:00 am;
- 4.2.3. Add -18° ice-melt to road salt during extreme cold conditions;

5. Snow Removal Documentation

Comprehensive documentation is required to demonstrate that snow clearing and salting occurred in case of a slip and fall incident. Very good documentation for snow and ice removal is required for both sidewalks and in the parking lots. Therefore a snow and ice maintenance log is to be filled out by staff each time snow clearing and ice removal maintenance occurs. This log is to include date/time, location and maintenance performed.

6. Overnight Parking Regulations

Restrictions on overnight parking take effect each year from November 1 to March 31. This restriction is to facilitate snow removal.

- 6.1. General Parking Lot A (adjacent to Blanchard Hall) and the Andrew Hall parking lot are the only designated areas where overnight parking are permitted during the winter season;
- 6.2. Residents of Bernadine Hall may park their vehicles in the Andrew Hall parking lot, with the understanding that these vehicles must be moved to Lot A during storm conditions;
- 6.3. All vehicles using general parking during the winter must be moved to Lot A during storm conditions;

A violation of this policy may result in the vehicle being removed from the campus at the owner's expense.

7. Review

This policy will be reviewed at least once every three years by the Director of Facilities Management.

Appendix

List of Fire Hydrant areas to be shovelled out:

- Chi-Wan Young Sports Centre east corner on grass
- Chi-Wan Young Sports Centre main entrance
- University Avenue Entrance south side
- W.A. Murphy Student Centre south entrance
- Central Utility Building Campus Access Security Gate
- Regis and Joan Duffy Research Centre west end
- McDougall Hall northwest end
- McDougall Hall east entrance
- McDougall Hall parking “turn around” west
- Robertson Library northwest wall
- AVC main entrance south
- VTH entrance on grass
- Food Technology Centre northwest corner
- Food Technology Centre southeast at Belvedere Avenue
- Parking Lot A south at Belvedere Avenue
- University Avenue at Belvedere Avenue
- K.C. Irving Chemistry Centre main entrance west on grass
- AVC northeast between North and South barns

List of outside sprinkler alarm systems to be shovelled out

- Chi-Wan Young Sports Centre (MacLauchlan Arena) northeast corner
- Chi-Wan Young Sports Centre southeast corner
- W.A. Murphy Student Centre northeast corner
- Steel Building southeast entrance
- Dalton Hall northwest corner (Gong only)
- Main Building north entrance
- Memorial Hall southeast wall
- Cass Science Hall northeast wall
- Kelley Memorial Building west wall (middle)
- McDougall Hall west main entrance
- McDougall Hall east entrance
- K.C. Irving Chemistry Centre northeast corner
- Campus Kids Daycare main entrance
- Andrew Hall main entrance
- AVC main entrance (west)
- AVC Shipping and Receiving
- Regis and Joan Duffy Research Centre southwest corner
- Central Utility Building at southeast corner near cooling towers
- Health Science Building southwest corner

Accessible Areas

- Accessible parking spaces
- Routes to nearest walkway from accessible parking spaces
- Ramps at Memorial Hall & Main Building

Steps to be Shovelled

Facilities Management Utility staff to initially clear all building entrances as per priority # 3. Utility Workers assigned to individual buildings to maintain as required throughout their normal workday.

- Bernardine Hall
- Andrew Hall
- Blanchard Hall
- Central Utility Building
- Chi-Wan Young Sports Centre
- W.A. Murphy Student Centre
- AVC
- Regis and Joan Duffy Research Centre
- Steel Building
- Main Building
- Dalton Hall
- Memorial Hall
- Cass Science Hall
- Kelley Memorial Building
- Chaplaincy Centre
- Robertson Library
- Duffy Science Centre
- McDougall Hall
- Campus Kids Daycare
- K.C. Irving Chemistry Centre
- Wanda Wyatt Dining Hall
- Health Science Building

Gates to be Kept Cleared

- Inner Campus next to Central Utility Building
- Regis and Joan Duffy Research Centre within Parking Lot C