

<b>COUNTY COLLEGE OF MORRIS</b> <b>Business and Finance Division Procedures</b>	
<b>Subject:</b> SNOW REMOVAL	<b>Page:</b> 16.01.01
	<b>Date:</b> Rev. 2/22/2021

### GENERAL

To maintain accountability and safe conditions for pedestrians and vehicles, all roads, parking lots, stairs, patios, entranceways and walkways will be cleared as expeditiously as possible.

All Groundskeeping, Custodians, and Maintenance personnel must be available, on call, to respond to inclement weather conditions.

### AUTHORITY

Vice President for Business and Finance  
Director of Plant and Maintenance

### RESPONSIBILITY

Director of Plant and Maintenance  
Associate Director of Plant & Maintenance  
Supervisor of Custodial/Grounds  
Public Safety Dispatcher

### PROCEDURE

#### A. Departmental

1. Director of Plant and Maintenance will call the Supervisor of Custodial/Grounds.
2. Supervisor will call in sufficient personnel to handle the conditions which exist.
3. The Supervisor will assign the Plant and Maintenance personnel specific areas to be cleared of snow/ice in the following sequence:
  - a. Plow all entrances to within 3 ft of all buildings. Remaining area to the building to be cleared by using a snow thrower or hand shoveled.
  - b. All steps throughout the campus including handicap ramps and parking lots.
  - c. All walkways and building patios.
  - d. Lot #3 will be cleared only in the area of the salt storage shed. Lot #3 will be temporarily closed until snow removal is completed. Determination of who will plow lot # 3 will be based on the size of the snow storm and by the Director of Plant and Maintenance or his designee.
  - e. Fuel & propane gas deliveries. Plant maintenance yard and LHT.

#### B. Contractor

1. Contractor will not commence operations (i.e. snow removal, salt or sanding) until authorized by the Director of Plant and Maintenance or the designee.

<b>COUNTY COLLEGE OF MORRIS</b> <b>Business and Finance Division Procedures</b>	
<b>Subject:</b> SNOW REMOVAL	<b>Page:</b> 16.01.02
	<b>Date:</b> Rev. 2/22/2021

2. The contractor is responsible to clean and maintain campus roadways, parking lots, fire hydrants, emergency call boxes in parking lots and garbage dumpsters and roadway up to the SCC loading dock at the Student Community Center and the roadway to Henderson Hall. Snow and ice must be cleared from all storm drains on main roadways and parking lots.
3. Priority will be given to clearing snow and ice off main campus roadways in accordance with Title 39.
4. Parking lots will be cleaned and maintained of snow and ice in the following order:
  - a. Lot # 10 & Public Safety clear front of lot facing the main entrance. When instructed by the Director of Plant and Maintenance or designee only then to clear all of the lot.
  - b. Lot #5
  - c. Lot #6
  - d. Lots #7 & 8
  - e. Lot #1
  - f. Lot #2
  - g. Lot #4
  - h. Lot #9
  - i. Lot #3 (only when instructed by the Director of Plant and Maintenance or designee)
  - j. AME roadway entrance and parking spaces in rear of building.
5. Contractor must check in with the Supervisor of Custodial/Grounds during normal business hours upon arrival on campus. During inclement weather when the campus is closed, the contractor must check in at the Public Safety Dispatcher's office. The Dispatcher is to notify the Director of Public Safety and the Director of Plant and Maintenance.
  - Upon arrival on campus the contractor will register each vehicle with the Public Safety Dispatcher.
  - The Public Safety Department will log-in (to the snow log book & tickets) the contractor's arrival and departure time for each vehicle on campus. Included on the ticket will be the type of vehicle used, material provided and the vehicle's license plate number (and truck number if applicable). In conjunction with the log-in ticket, the contractor will provide an independent receipt of verification of arrival and departure times along with materials and equipment used for the Supervisor of Custodial/Grounds as soon as possible.
  - The Supervisor of Custodial/Grounds will compare and verify the Public Safety snow log & tickets with the contractor's receipts.
  - The Supervisor of Custodial/Grounds files the snow ticket, copy of the Public Safety Log, and the contractor's receipt for reference when approving invoices received from the contractor for services performed.