



Buildings & Grounds Snow and Ice Removal Procedure

PURPOSE:

Northfield Schools finds that it is in the best interest of the Buildings & Grounds Department to assume basic responsibility for control of snow and ice on Northfield Public School Parking lots, driveways and sidewalks.

PROCEDURE:

Under normal conditions, the goal is to have all School District parking lots, sidewalks, and driveways plowed completely prior to 7:30AM after the cessation of a snow event. The actual completion of plowing may exceed this time based on timing, amount of snowfall, blowing and drifting, and/or equipment breakdown.

Initial clearing prioritizes main parking lots and main sidewalks leading to the school buildings. Remaining sidewalks and lots will be cleared within 24 hours after the cessation of the snowfall.

During normal school hours (Monday-Friday, 7:00AM - 3:30 PM). The Director of Buildings and Grounds shall be responsible for monitoring sidewalks, parking lots, driveways, and weather conditions. The initiation of snow and ice control and removal shall begin as directed by the Buildings & Grounds Director.

After hours, weekends or holidays the Director of Buildings & Grounds and Grounds Coordinator shall work in conjunction with the Superintendent to monitor weather conditions. Only the Director of Buildings & Grounds, Grounds Coordinator or the Superintendent are authorized to initiate snow and ice control operations.

OPERATIONS:

Plowing will not normally begin until a minimum of two inches of snow has accumulated. Plowing may begin earlier; however, that decision is made based on the severity of the winter event. The timing of plowing depends on the severity of weather, cessation of snowfall and availability of personnel.

The Grounds Coordinator or the Director of Buildings and Grounds will send out an email to all Head Custodians and building administrators outlining the general plan prior to snow and ice removal.

Plowing events of the entire district will typically take place during the hours of 12AM-7:20AM. The exact timing of plowing will depend on the severity of the weather, cessation of snowfall and availability of personnel.

Plowing will be limited throughout the normal school day. Personnel will focus on main driveways and main entrances. If there are students or staff present, we will stop plowing and move to a different location.

Plowing will **NOT** take place during drop off or pickup times on normal school days. (Monday-Friday 7:20-8:20 AM, 2:20-3:30PM). During Wednesday late starts, the drop off times will slide 1 hour ahead.

Plowing routes will be as follows. These may vary based on severity of the weather, cessation of snowfall and availability of personnel.

Route 1

Tracy Closson
Sub plow

DO/ALC
Spring Creek
Bridgewater

Route 2

Adam Karsko
Pat Bullard

High School
Middle School
Bridgewater

Route 3

Cole Nelson
Travis Pasch

Greenvale Park
NCEC
DO-Sidewalk
Middle School
Bridgewater

**Please see plow maps below for reference.

Thank you for your cooperation. Please remember to wear proper footwear this winter. And remember, Walk Like a Penguin!!

District Grounds Coordinator – Tracy Closson 612.968.6233
Director of Building and Grounds – Cole Nelson - 507.272.0001



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