



## **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 7:20AM 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 - 3:30PM). The Director of Buildings & 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 & 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 7:20-8:20AM, 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  
David Deml

DO/ALC  
Spring Creek  
Bridgewater

**Route 2**

Adam Karsko  
Ben Kromschroeder

High School  
Middle School  
Bridgewater

**Route 3**

Justin Raabolle  
Travis Pasch

Greenvale Park  
NCEC  
DO-Sidewalk  
Middle School  
Bridgewater

\*\*Please see plow maps below for reference.

*Here are a few things to remember while driving during a snow event. The snow plow driver's field of vision is severely restricted behind the truck, and the driver must rely on mirrors to see to the rear and side of the truck. Remember to:*

- ***Be patient***, and remember snowplows are working to improve road conditions for your trip.
- ***Stay back*** at least 10 car lengths between your vehicle and a plow.
- ***Stay alert*** for snow plows that turn or reverse frequently and often with little warning. They also may travel over centerlines or partially in traffic to further improve road conditions.
- ***Slow down*** to a safe speed for current conditions.

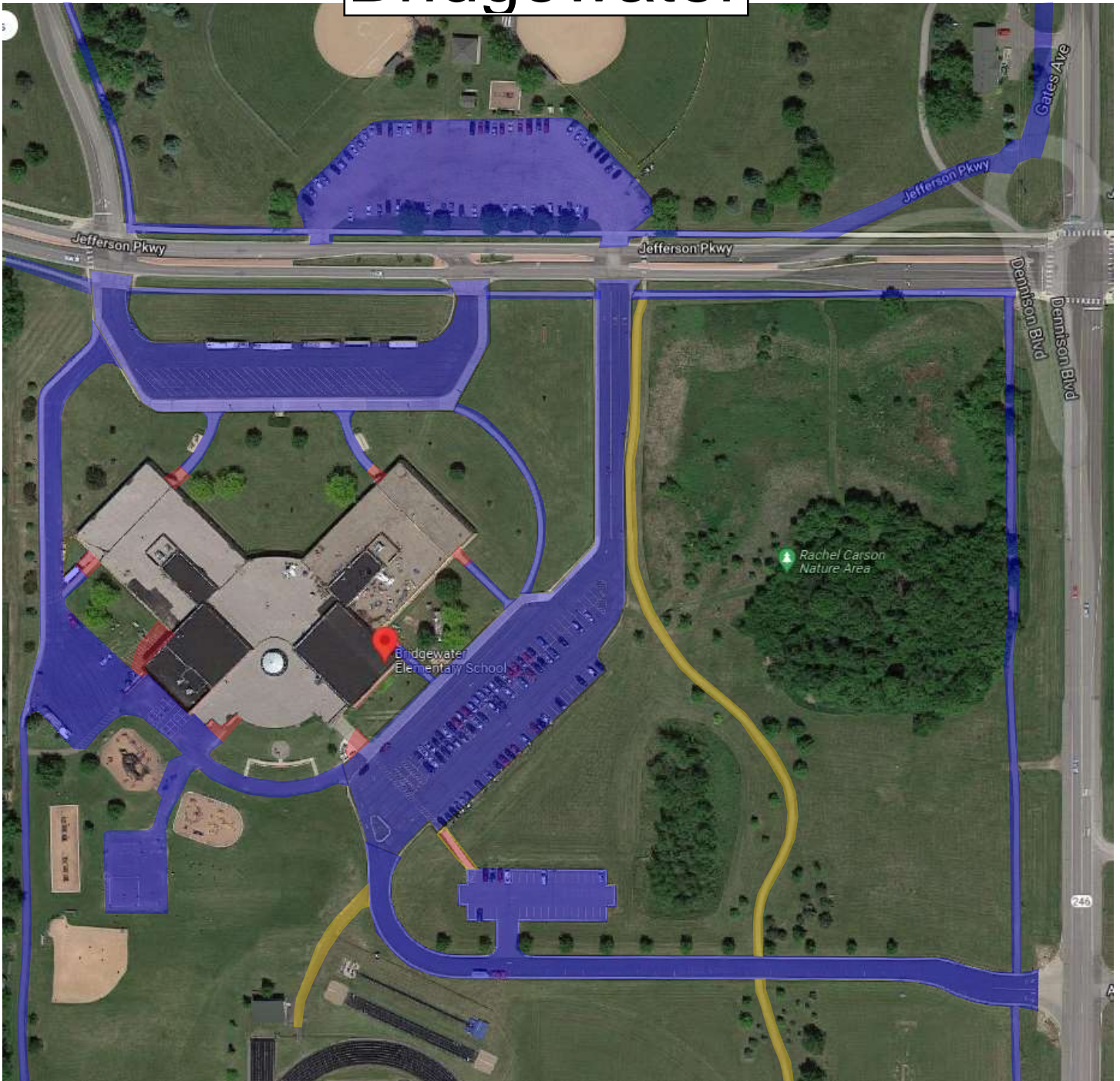
Thank you for your cooperation. Please remember to wear proper footwear this winter. And remember, Walk Like a Penguin!!

District Grounds Coordinator – Tracy Closson 612.968.6233

Director of Building and Grounds – Justin Raabolle - 952.212.5296



# Bridgewater



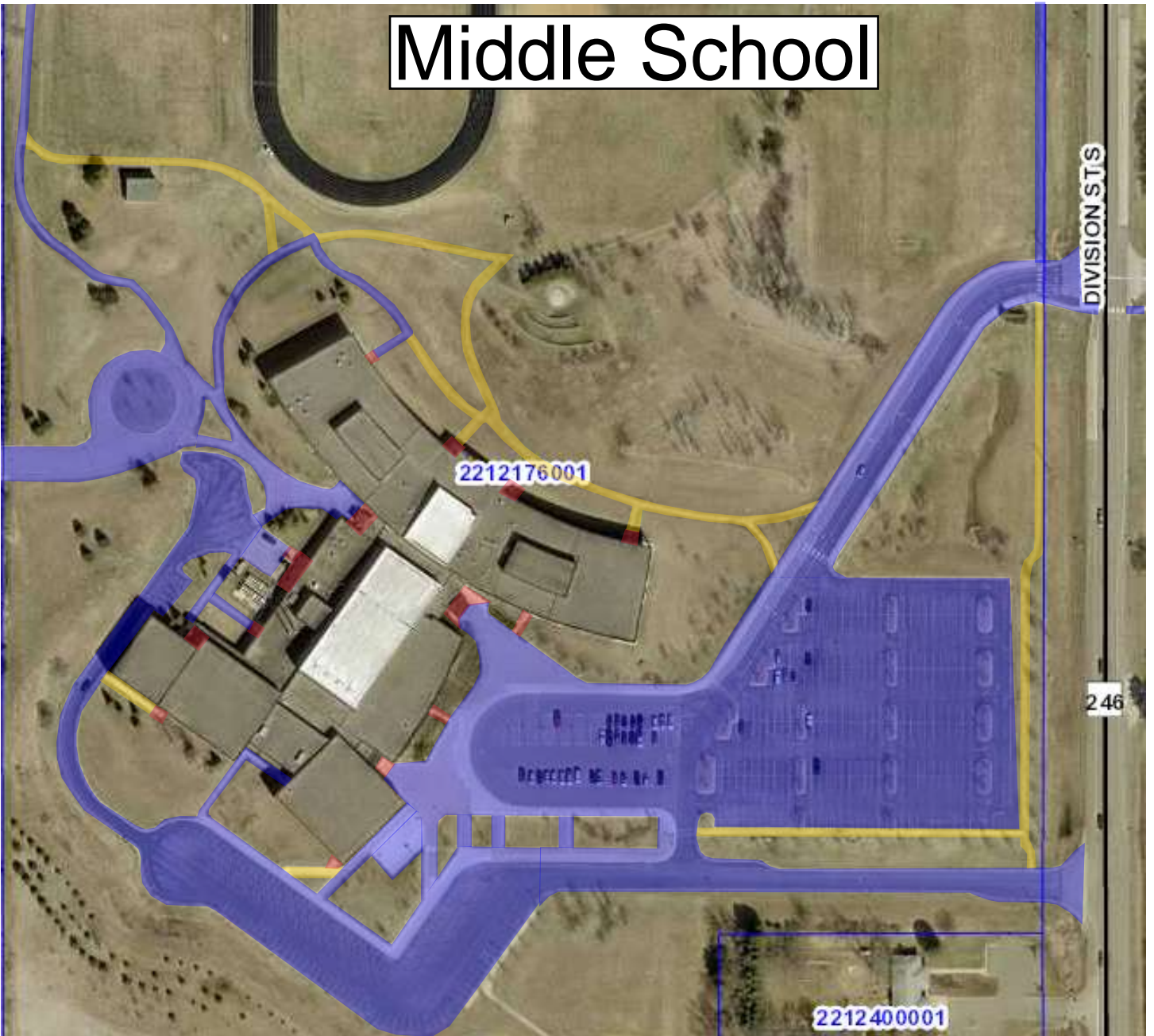
# District Office/ALC



# High School



# Middle School



# NCEC/ Greenvale Park





# Spring Creek

2206376002

2206376001

2206375004

2206375003

2206375005

2206352017

2206352018

2206375001

SIBLEY DR

06

2206375002

MAPLE STS