

**GENERAL PROCEDURE STATEMENT
FOR SNOW AND ICE REMOVAL
BY THE UNIVERSITY OF IOWA
FACILITIES MANAGEMENT – BUILDING AND LANDSCAPE SERVICES**

November 16, 2023

The winter maintenance of all building entrances, steps, sidewalks, loading docks, service drives, Institutional Roads, and Oakdale parking lots under the control of the University of Iowa – Facilities Management is the responsibility of Building and Landscape Services. Our goal is to remove snow and ice from traveled surfaces to provide safe pedestrian and vehicular traffic. Accumulations of snow and ice will be removed as expeditiously as practical during and after storms within the parameters dictated by weather conditions, available workforce, equipment resources, and budget constraints.

During normal working hours (6:00 a.m. – 4:30 p.m. Monday – Friday), snow and ice treatment will be initiated by the Landscape Services Director, Manager and Supervisors. The normal working hours for the Oakdale Campus are 7:00 am – 3:30 pm, Monday – Friday, and snow and ice treatment will be initiated by the Maintenance Supervisor, and/or the Oakdale Landscape staff.

Outside of normal working hours, including weekends and holidays, SNOW CALLS WILL BE INITIATED BY THE UI DEPARTMENT OF PUBLIC SAFETY AS CONDITIONS REQUIRE. Landscape Services personnel (both on the main campus and the Oakdale campus) may also be monitoring the weather situation and begin the calling procedure.

Regardless of who makes the request for snow / ice removal, Public Safety or Landscape Services, the street snowplow drivers for the main campus and the Oakdale campus are to be contacted first. The snowplow drivers will contact the Supervisors to call the sidewalk and shoveling crews if conditions are warranted. On the Oakdale campus, where parking lots are under the control of Facilities Management, the main contact person for Oakdale streets will also call in the parking lot crew.

The calling procedure for snow / ice removal can occur any time conditions warrant, but if the snow or ice has already fallen, or if the storm is in progress, early morning weekday calls should be started by 2:30 a.m. Our intention is to have personnel at work and out on the routes by 4:00 a.m. We acknowledge that we will have to return to areas later in the day to do a more thorough job, or to clean up snow / ice accumulations that could constitute a safety hazard for evening pedestrian / vehicle traffic.

The calling procedure for weekend snow and ice events should be initiated so that personnel can start the routes by 6:00 a.m. The only exceptions are on Thanksgiving Day and Christmas Day. Snow and ice on sidewalks and building entrances will be removed the day after those two holidays.

The Landscape Services Director, Manager, or Supervisors will distribute an updated list of telephone contacts to Public Safety prior to the snow season each year.

Streets, service drives, and Oakdale parking lots will be cleared and treated with a sand / salt mix as needed.

Sidewalks will be cleared and treated with a sand / salt or ice-melting mixture.

Steps will be cleared and treated with an ice-melt.

Supervisors will provide information and instructions to personnel for areas that require specific practices or procedures that differ from normal service. Special requests and emergency calls will be communicated to employees working on campus via cell phones.

Main Campus

Michael Weikamp, Manager

University of Iowa – Building and Landscape Services – Landscape Services

602-989-0598

And

Mike Rhinehart, Supervisor

University of Iowa – Building and Landscape Services – Landscape Services

319-499-7373

Oakdale Campus

Scott Shrader, Groundskeeper II – Oakdale Campus

319-631-2375

And

Rich Krebs, Supervisor – Building Operations – Oakdale Campus

319-548-1884