1.0 DESCRIPTION

The Snow and Ice Management Procedure is intended to provide students and staff with reasonably safe access to District sites during snow and freezing weather conditions. It is important to recognize that no amount of work or preparation can ensure non-slip conditions and all persons should dress appropriate to weather conditions including the use of slip-resistant winter footwear. Snow and ice management is a cooperative effort of the Facilities Branch and District schools.

2.0 REFERENCES

District Administrative Procedure 131 - Emergency School Closing

3.0 DEFINITIONS

- **Anti-Slip Materials**: Includes but is not limited to rock salt (sodium chloride), ice melter (sodium chloride/calcium chloride/urea mix) or other de-icing product manually or mechanically applied to mitigate the risk of slipping and falling during icy conditions.

4.0 PREPAREDNESS

By mid-November of each school year:

1. Custodial Leadhands and Foremen must ascertain adequate shovels and de-icing materials are present at their sites. If short of de-icing materials, they should contact the District Maintenance Centre.

2. Snow and ice clearing priority site maps will be developed and issued to Groundskeeping and Custodial staff (see Appendix A) for posting at places of work.

3. Snow and ice clearing checklists/records will be issued to Groundskeeping and Custodial staff (see Appendix B) which may be used by any staff member to document snow and ice management initiatives.

4. Equipment for the management of snow and ice conditions shall be checked, serviced and ready to deploy (see Appendix C for equipment listing).

5. Snow blowers, if available from the District Maintenance Facility, are to be serviced and delivered complete with a full gas container to each secondary school site and to the North Delta Works Yard for secure outside storage in preparation for winter use.
5.0 PROCEDURES

1. **Icy Conditions or Snowfall Anticipated**

The Manager, Maintenance Services and Grounds Foreman will monitor Weather Office bulletins and when it is anticipated that winter conditions could adversely impact District operations (typically freeze/thaw cycles or significant snowfall over 5cm (2”) in depth), they will consult with the Manager, Facility Services and advise the Director of Facilities & Planning to discuss appropriate action. It is intended that a decision as to snow and ice management strategy will be proactive.

Condition management measures may include groundskeeping staff deployed to commence snow management activities during regular work times, or at any time deemed necessary by the Manager, Maintenance Services or his designate. Depending on the time of day and the circumstances, deployment may include overtime.

2. **District Groundskeeping Staff** may be deployed as much as 4 hours prior to their regular shift start to undertake the following work in priority order:

   a) Clear driveways into the site, and spread anti-slip materials as appropriate, to enable emergency and service vehicles and busses to access the building;

   b) Clear staff parking lots to enable staff to get in and the school to open, and spread anti-slip materials as appropriate. *During continuous snowfall, Groundskeeping staff may be required to dedicate all resources to driveways and parking lots only*;

   c) Once driveways and parking areas have been completed, assist in clearing and, as required, spreading anti-slip materials on pedestrian paths:

      ➢ to the front of the school, to portables and detached structures within the school grounds; and

      ➢ possibly to secondary access points from lanes walkways and non-frontage streets;

   d) Once pedestrian paths have been completed and if time permits, commence clearing of municipal sidewalks around the property; and

   e) Once the above have been substantially completed at all District sites, return to finish outstanding work.

*Note:* District Groundskeeping staff will not clear or maintain the following: paved play areas, playgrounds, playfields and informal paths

3. **Day Custodians at Secondary Schools** will, at the start of his/her assigned shift:

   a) Clear a minimum 90cm wide path from the school main entrance out to the street sidewalk;

   b) Clear the main entrance stairs and ramp(s);

   c) Clear path(s) to portables and clear portables’ stairs and ramps; and

   d) Spread anti-slip materials on stairs, landings, sidewalks, etc. as required.

4. **Morning Openers at Elementary Schools** will, at the start of his/her assigned shift:

   a) Clear a minimum 90cm wide path from the school main entrance out to the driveway and other areas as assigned by the Principal; and

   b) Spread anti-slip materials on stairs, landings, sidewalks, etc. as required.
5. **Afternoon Shift Custodians and Casual Custodians** will be directed by the Manager, Facility Services or Assistant Manager, Facility Services to assist with the removal of snow and, as required, spreading of anti-slip materials on pedestrian paths, stairs, landings and ramps before the end of their shift. Due to this snow removal activity, other normal custodial functions during a period of snowfall may be reduced, delayed or omitted, with the custodial foreman or leadhand to discuss the temporary changes with the Principal or designate.

Whenever possible, all work will be done during normal working hours. However, shift changes may be necessary and custodial staff may be called upon to either start early or work overtime as the situation dictates. Although custodians are assignable by the Principal for snow and ice management activities, shift changes and/or overtime may only be directed by Facility Services management.

6. **District Maintenance Services Staff** will:
   a) Manage roof snow loads to ensure roof drains are kept clear and structural design limits are not exceeded;
   b) Ensure any roof leaks and flooding are tended to; and
   c) Confirm that heating and other building systems are operating properly to ensure the indoor environment remains safe and comfortable.

At the discretion of the Manager or designate, all Maintenance Services staff may be reassigned to assist in snow and ice management.

7. District personnel listed in Clauses 1 - 6 will continue snow and ice management work until the hazardous conditions have been abated. As overtime is un-budgeted, overtime hours must be kept to a minimum. Any overtime must be pre-approved by the employee’s immediate manager or designate.

8. Clearing of municipal roads, shoulders, parking lanes and sidewalks fronting municipal facilities and parks are the responsibility of The City of Delta. District Groundskeeping staff is not permitted to clear these areas.

9. If the extent of available snow/ice mitigation does not provide for all entrances to be adequately serviced, then the Principal or designate may consider closing those paths, stairs and other areas deemed unsafe, and advising parents, students and staff to use only designated pathways and entrances where there can be some assurance of safe access. Upon request of the Principal or designate, Facilities Branch will provide assistance in closing paths and providing signage.

Sites wishing to make other snow removal arrangements will be expected to first confirm with the Director of Human Resources or Human Resources Manager - Support if the work is not a violation with the support staff collective agreement. If such contracted or volunteer work is permitted, the site will be responsible for the related costs and ensuring the contractor has the appropriate insurance and liability coverage.

10. When conditions warrant, and the District’s ability to respond falls short of providing reasonably safe access, the Superintendent or his designate may elect to delay opening time or close a school or schools. Refer to District Procedure and Operations Procedure #1149 for details.

**END OF PROCEDURE**
APPENDIX A
SNOW AND ICE CLEARING PRIORITY SITE MAPS
ENGLISH BLUFF ELEMENTARY
SNOW & ICE CLEARING PRIORITY
HEATH ELEMENTARY
SNOW & ICE CLEARING PRIORITY
APPENDIX B
SNOW AND ICE MAINTENANCE RECORDS
Delta School District Groundskeeping Snow Maintenance Record

<table>
<thead>
<tr>
<th>Date and time</th>
<th>Facility</th>
<th>Driveway and Loop</th>
<th>Parking Lot</th>
<th>Path to Main Entrance</th>
<th>Municipal Sidewalks</th>
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Groundskeeping staff will undertake the following work in priority order:

- Clear and salt the main driveway and bus drop-off loop;
- Clear and salt the staff parking lot(s);
- Clear a minimum 60-90cm wide path (where possible) from the school main entrance to the parking lot(s) and loop;
### Delta School District Custodial Snow Maintenance Record

<table>
<thead>
<tr>
<th>Date and time</th>
<th>Main entrance to street</th>
<th>Path to portables</th>
<th>Path to parking lot</th>
<th>Other entrances</th>
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</tbody>
</table>

**Facility:** __________

*Check box below when each task is complete*

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**Custodial staff will undertake the following work in priority order:**

- Clear a minimum 60-90cm wide path (where possible) from the school main entrance out to the street sidewalk;
- Clear the main entrance stairs and ramp(s);
- Clear path(s) to portables and clear portables’ stairs and ramps;
- Clear a path to parking lot, if time permits and;
- Spread anti-slip materials on stairs, landings, sidewalks, etc., as required
APPENDIX C
SNOW AND ICE MANAGEMENT EQUIPMENT

Equipment for the management of snow and ice conditions consists primarily of mobile grounds keeping equipment with appropriate attachments. In addition the District has 9 self-powered walk-behind snow blowers deployed in various locations.

Snow clearing equipment:

- Dodge 5000 dump truck equipped with a 10’ hydraulic plow blade
- 2 ¾ ton pick-up trucks equipped with 7’ plow blade and box mounted salt spreader
- 2 Steiner tractors equipped with 60” plow blade or 52” snow blower
- 2 John Deere JD410 backhoes with 8' bucket
- 1 New Holland tractor with front loader
- Several John Deere walk-behind self-powered snow blowers
- Walk-behind salt spreaders

Each school or site also is equipped with salt or ice melt and at least one push-type snow shovel.

Additional ice control products are available from the District Maintenance Facility. Shovels are available from Facility Services.