



Supervisor of Facilities and Safety

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Annual Snow/Ice Removal Plan

Menasha Joint District will initiate snow/ice plan when snow accumulates a ½” or more or when any ice is forecasted in two phases during the Winter season:

1. Sidewalks, and parking lots
2. Playground areas

The information identified below may be adjusted depending on the volume of snow/ice accumulated, the availability of employees and snow removal equipment. During most average plowing operations, Facilities staff will start the snow removal process at approximately 3:30 am to ensure the District is as hazard free as possible by 6:00 am.

Snow will be removed by a combination of school district employees and day porters using district owned equipment. Equipment will be positioned as follows:

John Deere #8015	Senior High
John Deere #8018	Senior High
7 – Plow Trucks	Maintenance Shop
John Deere #8017	Maintenance Shop – Ready Spare
Bobcat Tool Cat	Maintenance Shop
John Deere #8020	Maplewood
Walk behind Snow Blowers/Salter’s	All Schools

Snow/Ice removal standards for all Schools:

- 1) All parking lots and drives will be cleared to minimize hazards for all personnel, students, and visitors by 6:00 a.m. every school day following or during the snowfall. There are no exceptions to this condition unless authorized by the District Supervisor of Facilities and Safety. Active plowing to clear snow by 6:00 a.m. is also required if snow is continuing to fall prior to that time.
- 2) All playgrounds will be cleared to minimize hazards for all personnel, students, and visitors by 6:30 a.m. Monday – Friday following a snowfall. When playgrounds are being plowed and/or salted, all vehicles are to stop moving and the engines are to be shut down when children are present and especially during recess periods. Plowing, salting, etc. is not to resume until all of the children are back inside the building.

District Day Porters Responsibility:

- I) All School Assigned Day Porters: Day Porters will assist clearing sidewalks and entryways prior to 6:30am Monday thru Friday to include salting sidewalks and entryways as needed. **All shoveling, plowing and salting will be annotated on the Snow/Ice Log in this document.**
- a. **Removal of snow from entrances and sidewalks take priority over other duties.**
 - b. Clear entrances to buildings up to a point at which large equipment can complete clearing which is approximately 10 feet from the entry or steps.
 - c. Inform District Supervisor of Facilities and Safety when large piles of snow have accumulated which cause driving/safety issues.
 - d. If it becomes necessary to remove snow on weekends/holidays, District Supervisor of Facilities and Safety will coordinate as needed.
 - e. If snow/ice is forecasted, check all equipment, gas, oil, salt supply and add salt prior to ice forming.
 - f. Keep Snow/Ice logs updated on shoveling and salting of sidewalks. Ensure proper documentation upon completion.
 - g. Never blow snow towards people and safety will always be first.

Menasha Joint School District Vehicle Information				
Make	Make Model	Driver	ID #	Plowing Locations
Chevrolet	3500 HD 4x4	Dave Lillge	8026	Banta/BDM
Chevrolet	Silverado 2500HD WT 4x4	Tony Hopfensperger	8011	MCC/Jefferson
Ram	2500 HD 4x4	Dave Elliott	8022	Maplewood Middle - W
Ram	2500 HD 4x4	Jon Shiffert	8024	Maplewood Middle - SE
Chevrolet	Silverado 3500 4x4 Gas	Jason Griesbach	8009	Clovis Grove Elementary
Ford	F350 Dump 4x4	Andrew Quella	8007	Menasha High School
Chevrolet	Silverado 3500 4x4 Diesel	Jason McCoy	8010	Gegan Elementary
RAM	2500 HD 4x4	Dave Elliott	8022	EPIC Academy
Bobcat	Toolcat w/ Broom&Salter	Greg Gerhartz	8025	Every School Remaining
John Deere	1585 - Broom	Mike Binsfeld	8026	Menasha High School
John Deere	1435 - Broom	Jon Shiffert	8020	Maplewood Middle/Epic
John Deere	1435 - Auger	Adam Wilson	8015	Menasha High School
John Deere	XUV825i Gator 4x4	Mike B or Adam W.	8021	Menasha High School

SAFETY FIRST! During all plowing, shoveling or blowing evolutions restrict students/cars from the area when snow removal is in process. No operations around students unless emergent.

