



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 1535 - #8026 | Senior High |
| John Deere 1445 - #8020 | Senior High |
| 7 – Plow Trucks | Maintenance Shop |
| John Deere #8015 | Maintenance Shop – Ready Spare |
| Bobcat Tool Cat #8025 | Maintenance Shop |
| Bobcat Tool Cat #8005 | 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 have safely cleared.

District Day Porters Responsibility:

- 1) All School Assigned Day Porters: Day Porters will assist clearing emergency exits and all entryways prior to 6:30am Monday thru Friday to include salting as needed. **All shoveling.**

plowing and salting will be annotated either as a work order or on the Snow/Ice Log in this document which will be posted near snow clearing equipment.

- 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. If it becomes necessary to remove snow on weekends/holidays, District Supervisor of Facilities and Safety will coordinate as needed.
- d. If snow/ice is forecasted, check all equipment, gas, oil, salt supply and add salt prior to ice forming.
- e. Never blow snow towards people and safety will always be first.

| Menasha Joint School District Vehicle Information | | | | |
|---|----------------------------|--------------------|-------------|--------------------------|
| <i>Make</i> | <i>Make Model</i> | <i>Driver</i> | <i>ID #</i> | <i>Plowing Locations</i> |
| 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 | Nathan Helf | 8009 | Clovis Grove Elementary |
| Chevrolet | Silverado 3500 4x4 Diesel | Andrew Quella | 8030 | Menasha High School |
| Chevrolet | Silverado 3500 4x4 Diesel | Jason McCoy | 8010 | Gegan Elementary |
| RAM | 2500 HD 4x4 | Dave Elliott | 8022 | EPIC Academy |
| | | | | |
| Bobcat | Tool Cat w/ Broom & Salter | Greg Gerhartz | 8025 | Every School Remaining |
| Bobcat | Tool Cat w/ Broom & Salter | Jon Shiffert | 8005 | Maplewood Middle/Epic |
| John Deere | 1535 – Broom/Auger | Mike B or Adam W. | 8026 | Menasha High School |
| John Deere | 1445 – Broom/Auger | Mike B or Adam W. | 8020 | Menasha High School |
| John Deere | XUV825i Gator 4x4 | Mike B or Adam W. | 8021 | Menasha High School |
| | | | | |

Yellow indicates trucks that have salt spreaders:

- **Truck ID #8009:** salts Clovis, Maplewood, EPIC
- **Truck ID #8030:** salts Menasha High School, Menasha City Center, District Health
- **Truck ID #8010** salts Banta, Butte Des Morts, Gegan, Jefferson, Maintenance Shop.

Sidewalk Clearing:

- **Bobcat ID # 8025** Brooms and salts sidewalks: Calder, Banta, Butte Des Morts, Menasha City Center, Jefferson
- **Bobcat ID # 8005** Brooms and salts sidewalks: Maplewood, EPIC, Clovis Grove, Gegan
- **John Deere ID #8026 and ID # 8020** Brooms and Augers all of Menasha High School
- **John Deere ID #8021** salts all sidewalks at 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.

Snow/Ice Log

School: MCC MHS Maplewood Banta BDM Clovis Gegan Jefferson Nicolet

(Circle one of the above)

Type of Removal Work

[illegible]