

Hamilton College Snow removal Plan 2006-2007

Snow removal priorities:

1. Fire lanes, the central pathways, and the ADA routes.
2. Faculty / staff parking areas and associated pathways to the central pathways along with hillside paths from downhill residence halls.
3. Residential pathways and residential parking lots with associated pathways.

Several pathways and stairs will not be plowed or shoveled during the winter.

[All dangerous conditions should be reported to Work Control @ 859-4500](#)

Priority 1.

- Keep all fire Lanes open and accessible
- Keep all roadways sanded with particular attention to the hillside roads, corners, and stopping areas at intersections
- Keep Martin's Way & hillside pathways from Bundy, Skenandoa, Wally J., and DKE open and sanded 7 days a week
- Open the Physical Plant maintenance parking lot before 5:00 a.m.

Priority 2.

- Keep loading dock ramps accessible, plowed, and sanded by 6:00 a.m., Monday – Friday, 8 a.m. on Saturday at the Mail Center
- Open up staff parking lots and associated pathways to the academic & administrative buildings by 8:00 a.m., Monday – Friday
- Keep the ADA lots and routes open and sanded by 8:00 a.m.
- Open pathways to dining halls and academic buildings by 9:00 a.m.

Priority 3.

- Open up the off campus student lots & Admissions visitor lot by 9:00 a.m., Monday – Friday, Admissions lot on Saturday
- Open up the College Hill Road path from Route 233 to Anderson Road before 10:00 a.m., Monday to Friday
- Open up residential parking lots before 10:00 a.m., Monday – Friday
- Keep all pathways open and sanded around 7 – day venues; the Library, Bristol Campus Center, Dining Halls, Student Activities Village, and the Athletic Complex
- Keep stockpiled snow away from sight lines at intersections

Snow Removal Responsibilities and Staffing:

The Physical Plant at Hamilton College has the responsibility of snow removal on campus. There are two shifts engaged in snow removal Monday – Friday with a skeleton crew on Saturday and Sunday. The Custodial and Ground crews clear snow and ice away from the entrances of both the dorms and academic buildings at the start of each weekday. There is follow-up service as needed through out the day. The custodial and Athletic crews maintain the Athletic complex seven days a week. The grounds crew is on call for any weekend service requirements. These crews use a combination of gritty coarse sand and deicing compounds on the entrances and entry walks. Sand with an 8% salt content is applied to the college roads, parking lots, and pathways as a supplement to Magic salt, a Sodium Chloride salt treated with a brewery by-product. Either Slack chemical's "Combotherm", a 70 % calcium salt – 15% Magnesium salt compound or Magic Salt is used on walks and stairs.

1. Staffing levels of Grounds and Horticultural crews for winter snow removal services.

Monday – Friday:

- a two man snow removal crew from 10:30 p.m. – 7:00 a.m. (Dec. 1 – April 1)
- a two man snow removal crew from 6:00 a.m. – 2:30 p.m. Jan. 1 – April 1)
- foremen and 9 men work 7:00 a.m. – 3:30 p.m. (8 men on Monday & Tuesday)
- Overtime is either scheduled or the crew is called-in for coverage between 3:30 p.m. – 10:30 p.m.

Saturday & Sunday:

- 1 man from 7:00 a.m. – 3:30 p.m. (primarily a trash & recycling assignment)
- One man is scheduled 7:00 a.m. – 9:00 a.m. for a minimum of 2 hours overtime With a snow removal assignment, steps and walks.
- Overtime coverage either scheduled or called-in as needed

2. Staffing Levels of the Athletic Crew responsible for the Athletic Complex.

Monday – Friday:

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|---|------------|--|
| - | 1 Foreman; | Monday – Friday 7:00 a.m. – 3:30 p.m. |
| - | 1 man; | Monday – Friday 7:00 a.m. – 3:30 p.m. |
| - | 1 man; | Monday & Tuesday 2:00 p.m. – 10:30 p.m. |
| | | Wednesday – Friday 7:00 a.m. – 3:30 p.m. |

Wednesday – Sunday:

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|---|-------|---|
| - | 1 man | Wednesday – Sunday 7:00 a.m. – 3:30 p.m. |
| - | 1 man | Wednesday – Sunday 2:00 p.m. – 10:30 p.m. |

Hamilton College Snow Removal Program. 2006-2007:

Major Equipment:

<u>Vehicle</u>	<u>unit #</u>	<u>crew</u>	<u>assignment</u>
2006 Ford F350 Mini Dump	Truck #8	Horticulture crew	Back-up plow / transportation
2001 Chevy 4x4	Truck #9	Grounds crew	Deliveries, mail, back up plow
2006 Ford F350 4x4	Truck #10	Athletic crew	Athletic Complex Plow
2000 Chevy crew 4X4	Truck #11	Athletics	transportation
2001 Chevy 4x4	Truck #12	Grounds	Recycling & trash
2001 Ford F550 4x4	Truck #16	Grounds	Sander
2001 Ford F550 4x4	Truck #17	Grounds	Road plow
2005 Ford F350 crew / lift	Truck # 30	Grounds	Transportation & deliveries
1997 Ford 1 ton Dump	Truck # 31	Grounds	Back up road & lot plow

Heavy Equipment:

<u>Tractor</u>	<u>crew</u>	<u>assignment</u>
2002 Trackless broom, blower, sander	Grounds	North side pathways
1999 Ford 2120 plow, sander & 10' scoop	Grounds	South side path & lot plow
2004 New Holland TC33 Broom & Blower	Grounds	Martin's Way & Student Activities Village
2004 New Holland TN75 plow & blower	Grounds	Fire Lanes and lots
2006 New Holland LW50B W/ 10' scoop	Grounds	Lots & snow banks
1987 Ford Back Hoe 555B	Grounds	Sand loader & snow banks

ROAD ROUTES: 4.43 miles

Hamilton College roads must remain open and accessible at all times. All Hamilton roads are considered emergency routes and fire lanes. The delivery loading docks and residential roadways are a secondary priority after the safety of the main campus. During a snowstorm, the College roads are the top priority of campus snow removal. The specific plow routes are based on the density of the student population, which can be altered by specifically bad road conditions in a certain area.

The priority of the plow routes based on student density or hazards are:

- North Village Road to Rogers Estate
- Kirkland Campus, Phase 1 and 2
- Main Quad
- Dunham. roadway and Safety Office
- Health Center
- Bundy roadway
- Loop Roadway including the West quad
- Griffin Road Apartments
- Annex
- Library Roadway & driveway to loading dock
- Residential Roads; Miller Lane, Stryker Lane, Anderson Road, and the President's roadway

Historically bad road areas:

- North Village Road to Rogers is a hillside roadway that needs repeated attention

- The “S” curve on Phase 1 Roadway of the Kirkland Campus has a reverse grade corner and is dangerous before most other sites on campus. The stopping zones of intersections of roads on campus or at the intersections of College and county roads
- Hillside Loading Docks of McEwen, Beinecke, and Bristol become slippery and unsafe under early and heavy delivery loads

WALK ROUTES: 7.01 miles

It is best to remove the snow on the college pathways before pedestrian foot traffic packs down the snow. The walks take between 3½-4½ hours to clear with 3 pieces of heavy equipment depending on the type and volume of snow involved. The priority of the sidewalk route is based on location, traffic patterns, terrain, and by handicap accessibility. The routes of the sidewalk brooms, blowers, and plows flow from one area to another. If the campus has a severely handicapped person in residence, their route will have a top priority and that person’s scheduled is supplied to the Plant at the beginning of each semester. The faculty / staff arrive to campus for an 8:30 a.m. shift and must have a plowed route to the academic buildings.

The equipment used to clear the walks is based on the type and amount of snow involved. The speed the walks can be opened up is a determining factor on what type of equipment is selected. The broom is a fast remover of dry fluffy snow and removes the snow to a bare surface. The brooms have trouble removing snow when the snow is too deep or is too wet. The configuration of the South Campus pathways makes a plow more efficient and faster than a broom. The brooms will also be assigned to clean up walks after the sun or sand & salt have loosened up packed snow and ice. The broom needs a place to move the snow, therefore, if the snow banks get too high, the broom will have no place to sweep the snow. At this point, the brooms become less effective and plows and blowers are employed. When the banks along the walks are pushed back, the brooms will become effective again. The blowers do a good job of removing the snow, widening pathways, and placing the snow away from the paths. Blowers leave a small skim of snow on the path surface. Blowers are the slowest piece of equipment in the fleet but become increasingly effective as snow conditions deteriorate with deep or wet snow.

Walk Routes 2006-2007:

1. North Campus Routes

Tractor mounted sidewalk broom with sidewalk sander; “The Trackless”

This unit will start with the walk at 304 College Hill Road by the circle and move to the pathways from the staff lots and the north side of Martin’s Way. From there the ADA route will be addressed and over to the residential hillside pathways of Bundy, Skenandoa & DKE. The trackless will finish up with residential paths connecting to academic buildings, dining halls, and the athletic complex.

2. South Campus Routes

2120 Ford Tractor with plow & sander

Starting with the main entrance to the McEwen Dining Hall and K.J., this unit will follow the fire lane to Milbank entrance 4 and proceed to K.J. Leaving K.J. it will continue up the fire lane to the Milbank Circle. After clearing the pathway to Milbank entrance 4 from the parking lot side, the plow will continue along the fire lane from Milbank Circle, past Babbitt Hall, over to List Art Center. From List, past the Child Care Center in Root Hall and over to the Root Circle connecting the Faculty staff parking lots of Root and Root Extension and finishing the East – West connection. The plow will then follow the fire lanes to the

pathways of the Phase 1 dorms and finish up with the phase 2 dorms. From the path assignments, this unit will move to the South side residential lots.

3. Martin's Way

TN33 New Holland Tractor with broom & blower

The TN33 broom & blower is responsible for Martin's Way from the Health Center to McEwen Dining Hall and the Beinecke Student Activities Complex. This route includes the Pub and mail center. The small broom will address Saunders House pathways moving to the village and Griffin Road Apartments returning to the Physical Plant.

PARKING LOT ROUTES: 13.67 acres

The scheduling of snow removal in parking lots is based usage. By priority, the Physical Plant parking lot has staff arriving for work at 5:00 a.m. The Faculty, staff, and visitor lots experience traffic about 7:30 a.m. based on offices and classes on campus start their day at 8:30 a.m. Off-campus student parking lots are needed before 9:00 a.m. and followed by the residential lots.

2006-2007 Parking Lot route schedule:

There are generally three plow units assigned to remove snow. The night snow removal staff will operate plow units 1 & 2. A 3rd unit is assigned at 7 a.m. when the day shift arrives. Depending on the nature of the storm, the time of day, and the staffing present, the plow routes and assignments may be altered.

Plow #1 Route: Night Crew

<u>Location:</u>	<u>Lot assignment</u>	<u>Ideal Completion Time / Ranges:</u>
Physical Plant lot	staff	5:00 a.m.
Common Dining Hall & Loading dock	staff	6:00 a.m.
Health Center	staff	6:00 a.m.
Dunham, Safety Office	staff	7:30 a.m.
Field house Lot	staff	7:30 a.m.
Bristol Dock and Roadway	staff / visitors	6:00 a.m.
Spencer House	staff / visitors	7:30 a.m.

Plow #2 Route: Night Crew

<u>Location:</u>	<u>Lot assignment</u>	<u>Ideal Completion Time / Ranges:</u>
McEwen loading Dock & lot	handicap & staff	6:00 a.m.
Bundy Dining Hall	staff	6:00 a.m.
Admission lots	staff	7:30 a.m.
C & D lot	staff	7:30 a.m.
Visitors lot, Beinecke, Pub	staff & visitors	7:30 a.m.
Mail Center	staff	7:30 a.m.
Milbank Faculty lots (3)	Staff	7:30 a.m.
Root Faculty Lot	staff	7:30 a.m.
E.L.S. lot	staff	7:30 a.m.

210 College Hill Road	staff	7:30 a.m.
Molly Root	staff	7:30 a.m.

Plow #3 Route: Day crew

<u>Location:</u>	<u>Lot assignment</u>	<u>Ideal Completion Time / Ranges:</u>
College Officers (on campus)	staff	8:00 a.m.
Roger's lot	student	8:00 a.m.
Minor Theater	staff	7:30 a.m.
Woolcott & Ferguson lots	student & off campus	8:30 a.m.
Major Lot	student	10:00 a.m.
Skenandoa & DKE lots	student	10:00 a.m.
Babbitt & Milbank Lots	student	10:00 a.m.
Root Extension Lot	student & off campus	8:30 a.m.
North Lot	student & off campus	8:30 a.m.

PARKING LOT PROBLEMS:

There comes a time when the residential parking lots become so impassible that all the vehicles need to be evacuated from a lot to remove the snow build-up and restore parking order. Depending on when a storm hits and how intense it may be, parking lots for faculty and staff may temporarily be closed at the beginning of a school day for snow removal.

If the crews anticipate that they can't remove the snow and open the lots by the appropriate time, notification may be given to delay the opening of the College. If the weather breaks down after proper notification can be given, a parking lot may be temporarily closed at the beginning of the day to facilitate the removal of snow. This procedure will include notifying the Safety Office of the situation and placing barricades at the entrances and exit from the lots. Campus safety will provide information on the lot closure and reopening to interested parties. Loaders, plows and blowers will be assigned to remove the snow and restore full capacity in a timely manor.

Residential parking lots are never empty when classes are in session. The lots can become so impassible with the accumulation of repeated snows that safety and mobility are concerns. At this point the cars need to be evacuated. The Physical Plant will notify by noon of the proceeding day the Campus Safety Office, Pat Ingalls; Student Activities Office, Lisa Magnarelli; and the office of Residential Life, Jeff Landry, of the need to evacuate a specific parking lot. Residential Life will notify the R.A.'s in the dorms. Student Activities will notify the radio station, WHCL to broadcast a public service notification indicating which lots are to be evacuated, when the vehicles must be moved to the North Extension Lot, and when the anticipated reentry time would be. The Physical plant will send out an e-mail to the students. **The Safety office will be prepared to tow all vehicles in the way at the owner's expense.** The Physical Plant will block the entrances with barricades early in the snow removal day. The students should be allowed 24 hours to move their vehicles after notification. The Safety Office will instruct the Jitney to include the North lot in the daily runs on these emergency snow days.

COLLEGE PRESIDENT:

The College maintains the President's driveway at 11 College Hill Road on the emergency route.

FACULTY HOUSING:

An outside contractor plows the faculty Housing driveways under a contract with the Physical Plant. There are approximately 70 housing units to this contract. Not all Faculty houses are plowed under this contract, only those indicating they want inclusion into this contract. A Faculty household qualifies for inclusion in this contract if it is a college rental unit or a privately owned house in the "red zone." The red zone is an area that the college has a land interest noted in the deed.

FRONT END LOADERS:

There are two front-end loaders. One is on the backhoe, which is stored at the Physical Plant in the Salt Barn and loads the sander with the sand and deicing compounds. The second loader is the Kubota, which is stored at the Physical Plant and is equipped to handle a 10' snow scoop. The Kubota with the snow scoop is assigned to remove the snow in large parking areas. Both units will remove large snow banks from road sides, intersections, and parking lots. Buckets are assigned to scrap down to the asphalt surface heavily packed roads and pathways. Buckets will also open up loading docks and fire hydrants that fill in with snow.

SANDING & SALTING ROUTES:

There are three sanding units. The truck mounted sander unit fits on the Ford F550 dump truck and maintains the fire lanes, roads and parking areas. There are two tractor drawn sidewalk sanding units, one is pulled by the "Trackless" maintaining the north campus and the hillside pathways while the other by the Ford 2120 tractor scheduled to maintain the south campus. The sanders focus attention to the historically slippery areas of campus. The sidewalk sanders maintain by priority the hillside pathways first followed by the central pathways connecting the campuses.

When the campus is involved in an ice storm, all areas of campus will be salted & sanded. The College generally used a 8% sodium salt / sand mix in the sander, just enough salt to keep the sand loose and unfrozen. This year, Magic Salt will be used with a 1/3 sand & 2/3 salt mix. Applying excess salt leads to a soluble salt problem in the soils, which is not only a problem to the turf, shrubs, and trees, but salt is detrimental to the concrete curbs and steps. The sand pile is located in the Salt Barn at the Physical Plant.

HAND SHOVELING AND SMALL SNOW BLOWERS:

Building entrances, steps, and walkways require hand shoveling. The custodians are assigned to clear the main entrances to the Academic buildings they work in and shovel the entrance to the main paths. The Grounds crew also shovels walks and entrances as does the Athletic and Horticultural crews. Deicing chemicals of sodium or calcium are spread out over the entrances and steps to break up any ice that may have accumulated. Combotherm, 70% Calcium – 15% Magnesium or Magic salt will be used this year.

The priority of snow removal around buildings is based on staffing and pedestrian activity. The Custodial crew has a major role in snow removal around academic and residential buildings beginning at 6:00 a.m. The Dining halls have top priority, as does the handicap route. The infirmary has a top priority. Generally, the

Grounds crews flow from one building to the next. One group has the out buildings, College President, Bundy, Rogers, and Campus Road dorms; one group has the North campus; a third group has the South campus; and Athletics and Custodial crews manage the Athletic complex.

The crew has a selection of hand and power tools to remove snow. 8 horse power snow blowers, power brooms, and snow shovels accompany the mobile snow removal crews. Deicing chemicals are located in each building for steps and entrances.

SNOW STORMS:

The college faces snow events of four different types. Northeasters come up the coast and can lay down 2 feet of wet heavy snow. Storms can come out of the mid-west and lay down 6" of varying snow types. Clippers come from the chilly west and are fast moving and generally minor snow events with dry snow. Lake effect snow squalls coming off the lee of lake Ontario can lay down a quick 2 – 4" of snow in a short time, generally horizontally. The plows go out when there is about two inches of snow. If the crews are on campus and working, they will be assigned earlier. The procedures for handling a snow emergency depend on several factors. The first is if the College is in session or on break. The second is at what time of the day or the week the snowstorm hits.

Situation 1. College out of session vs. in session:

When the College is on Semester or Spring break, student density will not be considered in the priorities of snow removal. The student handicap route will not be considered.

Situation 2. Weekday or weekend:

On the weekend, staff lots loose priority with student, event, and visitor lots gaining in priority. Student lots are subject to the College being in session. Campus activities scheduled may dictate certain lots and walks be opened up by a specific time.

Situation 3. Time of day the storm strikes:

The Physical Plant response varies depending on the time of day and week the storm hits. The Grounds crew runs a night snow removal crew Monday – Friday from 10:30 p.m. – 7:00 a.m. This crew starts on January 1st and runs through April 1st. The normal crews will be in by 7 a.m. Monday – Friday. There is a skeleton crew on campus by 7 a.m. on the weekends of Grounds, Custodial, and Athletics personnel. If a storm strikes during the daytime on the weekdays, the man power is in place to fight the storm. If the storm strikes when the crews are not on campus, the Safety Department will call the Administrator of Grounds Services when either the roads are dangerous or there is about two inches of snow. A crew is called in to address the situation. If the storm strikes when the weekend or night crew is on but the crews need more personnel, the Administrator of Grounds Services is called to assign additional support.

The grounds crew hours are balanced to be sure that, in a snowstorm, they are allowed to get adequate rest. If a storm strikes a few hours before the night snow removal crew is scheduled to work, they will be called in to work early. The night crew can also be held over after their shift to aid in snow removal.

Storms may strike while the night crew is on duty. A need for additional personnel to open the campus up in a timely manner may become evident. In this situation, the Administrator of Grounds or the Grounds foreman is called. If there is sufficient advanced notice of a storm, a crew is given advanced notice to report to work early.

During a prolonged storm of over 24 hours, crews will be staggered on overtime to keep the emergency routes open. In this situation, a few workers will work past their scheduled shift. A new crew from the day shift will come in, relieve the on-site crew, and work up until the night crew arrives.

THE CLOSING OF THE COLLEGE:

Even in a severe snowstorm, the College emergency roads are open. The heat plants need to be monitored for malfunctions. If the college is in session, the walks will need to be open. The dorms will need maintenance and the dining halls will need to serve meals.

There are situations where the faculty & staff may be released from campus early, delayed in coming to campus at the start of a day, or requested not to come to campus at all due to a severe snow emergency. Physical plant personnel are “essential” and are expected to be at work during all scheduled shifts.

Factors that influence whether the college delays opening at 8:30 or whether personnel are sent home early from work are all associated with a raging storm. The Oneida County Highway Dept. may call a snow emergency and close the roads. The snow may be piling up so fast that the snow removal crews can't keep up with the storm. The nature of the storm may dictate that tremendous accumulations are expected and the President may request the college staff to leave early from work and get home safely.

The procedure to close the college at the beginning of the day involves the night snow removal crew. At some point before 5:30 A.M., the snow crew determines that the campus will not be “opened up” by 8:00 a.m. This information is relayed to the Administrator of Grounds Service who then calls the Director of Physical Plant or his designate. The Director of Plant relays the information to the Director of Personnel as to whether the college is facing a delayed opening situation or at worst, a closing. A conversation between the President of the college or her designated Vice President and the Director of Personnel results in the predetermined radio stations being called in time to relay the closing information along to the college personnel. This time has been determined to be 6:00 a.m.

During the workday, the closing procedures follow the same channels. The storm is raging and the plow crews have too many disabled vehicles in the way to keep the lots open. Oneida County is closing the roads at a designated time. There is overwhelming concern that the college personnel should leave early to get home safely. Whichever the situation is, the Director of Plant, the Director of Personnel, and the Vice-President of Administration will advise the President of the College who will make the closing decision.