

- Clear all stairs, ramps and create a path to and from each portable to the school doors.
- Clear off all walkways to and from school doors, around the building and safe walking paths.
- Spread ice melt on all cleared areas.

Building Access Plan

The Head Custodian and Principal should come up with a plan of action for clearing snow to enter the building. Example:

- 1. Clear a path to the kitchen door entrance.
- 2. Main teacher entrance.
- 3. Main school entrance.
- 4. Breakfast entrance.
- 5. Portable stairs and ramps.
- 6. Middle of backside of school entrance
- 7. Sidewalks around school and safe walking routes
- 8. Etc....

Parking Lots and Playground Asphalt

- An outside contracted company will clear the parking lots each snow fall.
- District grounds department will spread ice melt/salt on the parking lots.
- They also plow one path around the entire school, and spread salt, to create an emergency vehicle clearance path.



Equipment Maintenance

- Each summer, head custodians must put in a work order to service their Mule or other UTV and their snowblower.
- Head Custodians are responsible for all maintenance of the equipment, either doing it themselves or turning in a work order to the maintenance department.
- The plow has a replaceable steel plate bolted to the bottom of the blade that can be flipped when worn down. Make sure to order a new one and have it installed before it starts to scrape the actual blade and requires the blade to be replaced.
- Snow blowers require sheer pins for the augers to work. They can break off during normal use. Order extras to have in your supplies so you don't go without a snowblower.
- At the end of winter, run the snowblower until it runs out of gas to ensure the bad gas doesn't clog the engine next winter.

