



Chapter 8: Facilities Procedures

Snow Clearing Procedure – Osage View and Turf & Grounds Management Center	2
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Snow Clearing Procedure – Osage View and Turf & Grounds Management Center

Responsible Departments: Facilities and Osage View

1. Purpose

To establish clear procedures for snow and ice removal at State Technical College of Missouri's main campus, Osage View, and Turf & Grounds Management Center.

These procedures ensure safe and timely access for students, employees, and visitors during winter weather events while maintaining safety, accessibility, and operational continuity.

2. Scope

This procedure applies to Facilities staff, Osage View staff, custodial staff, and students residing in the Turf & Grounds housing area. It defines roles, priorities, and coordination expectations during snow and ice events.

3. General Guidelines

Snow removal operations will vary depending on:

- The timing, duration, and type of winter precipitation.
- Staff availability and their ability to safely report to campus.
- Road and weather conditions impacting safe travel.

The Facilities Department will assess each situation and determine appropriate response levels. The following priority order applies unless otherwise directed due to emergency conditions.

4. Priority Order

- **State Tech Main Campus and Turf and Grounds Management Center– First Priority**
The main campus will always receive first priority for snow and ice removal to ensure classes, operations, and essential services can continue safely and on schedule.
- **Osage View – Second Priority**
Osage View will be cleared after the main campus is complete, except when snowfall occurs on a weekend or during times when classes are not in session, in which case Osage View may be addressed first if conditions warrant.
- **Turf & Grounds Residence – Third Priority**
The Turf & Grounds residence will be maintained on an ongoing basis by residents and custodial staff, with Facilities support as needed.

5. Responsibilities

A. Facilities Department

- Monitor weather forecasts and initiate snow removal operations as conditions require.
- Clear and maintain all roads, drives, and parking lots on for Turf and Grounds Management Center and Osage View.

- Provide and distribute salt, ice-melt, and related materials as needed.
- Support Osage View and Turf & Grounds with additional resources once campus priority areas are addressed.
- Maintain safe access to and from Osage View, including the hill leading up to the facility, to ensure that employees, delivery drivers, and emergency vehicles can reach the site safely.
 - The hill will be cleared collaboratively by Facilities and designated Osage View personnel (e.g., Joe), based on available equipment, timing, and conditions.
 - When necessary, Facilities will prioritize additional salting or plowing to maintain safe traction for vehicles traveling up or down the hill.
- Coordinate available staff, equipment, and response timing based on severity and safety.

B. Osage View Staff

- When safely able to report to work, Osage View staff will:
 - Clear and salt sidewalks and walkways surrounding the facility.
 - Ensure all entryways and emergency exits remain accessible.
- Facilities will clear parking lots, the main access drive, and the hill in collaboration with Osage View staff.
- In the event that the primary custodian (Rodney) is unavailable due to illness, weather, or other absence, a backup response plan will be activated:
 - Available staff (such as Mike, Joe, or other assigned personnel) will assist with critical sidewalk and entry clearing.
 - If additional assistance is required, Facilities may temporarily reassign personnel from other areas.

C. Turf & Grounds Residence

- Students residing in the Turf & Grounds residence are responsible for:
 - Clearing and salting sidewalks and pathways immediately surrounding the residence only (not instructional or shop areas).

6. Collaboration and Support

- Assistance from any Osage View or Turf & Grounds staff familiar with snow removal equipment such as a skid steer with a plow, a truck with a snow blade, or a side-by-side with a salt spreader will be greatly appreciated when conditions allow and equipment is safely available.
- Snow clearing is a shared, cooperative effort across departments, and all contributions are valued.
- While every effort will be made to meet expectations, staff will perform to the best of their ability within the limits of weather, safety, and available resources.

7. Coordination and Communication

- The Facilities Director or designee will communicate snow response activation via phone, email, or text notification based on forecasted conditions.
- Adjustments to assignments or timelines may occur depending on event severity, staffing levels, or safety conditions.
- Employees should prioritize personal safety when reporting to work during inclement weather.
- Communication between Facilities, Osage View, and Turf & Grounds will remain open during each event to ensure the hill, parking lots, and walkways remain safe and passable.

8. Review and Revision

This procedure will be reviewed annually prior to the winter season to confirm staffing, assignments, and communication protocols. Updates will be coordinated through the Office of Operations.