



WESTERN CONNECTICUT STATE UNIVERSITY

DIRECTIVE 101

SNOW REMOVAL POLICY/PROCEDURE

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Please direct any questions or comments about the applicability of this document to
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I. PURPOSE

The purpose of this policy is to establish a policy and protocol for the management of snow and ice removal on the campus of Western CT State University.

APPLICATION

This protocol is designed to work in conjunction with University Police Departmental Directive # (BLANK). This policy will establish a management plan for the timely and effective removal of snow and ice from University roads and sidewalks, establish a list of policies to determine primary and secondary removal routes, and establish a protocol of an effective plan.

This plan will be in effect at all University facilities and buildings. In order for this plan to be satisfied it will require minimal staffing and response times.

II. MIDTOWN CAMPUS

For the purpose of this document, the Midtown Campus has been segmented into 2 sectors and will be (?) by functional areas.

The Midtown Campus has been divided into 2 sectors.

Sector 1 consists of the Western side of the Midtown Campus from 5th Ave. to James Roach Blvd.

Sector 2 consists of the eastern side of the campus from James Roach Blvd. to the eastern buildings of 8th and 9th Avenues.

Functional areas have been divided into the following:

- 1) Perimeter Sidewalks
- 2) Interior Sidewalks
- 3) Surface Parking Lots
- 4) Parking Garages

PERIMETER SIDEWALKS (BLUE AREAS)

Perimeter Sidewalks will be cleared using a John Deere Tractor outfitted with a plow/snow blower. For academic year 05/06 the staffing will be as follows:

- 1) Dan Bretton
- 2) Steve Mitchel

SUMMARY OF FUNCTION

A designee of the Director of Health and Public Safety collects the spent lamps monthly from designated accumulation sites and transports them in approved cardboard boxes to the central collection site in White Hall 019. At the central collection site, lamps are sorted and packaged into approved fiber barrels. If fiber barrels are not available or full, cardboard boxes of the appropriate size may be used. All containers must be labeled “Universal Waste – Fluorescent Lamps” and dated at the start of the accumulation. The accumulation time limit is one year.

OPERATIONAL RULES

Authorized receptacles are located in each building on the Midtown and Westside campuses. Lamps are segregated into labeled receptacles according to their shape at the accumulation sites. U-shaped lamps are contained in square fiber barrels and straight lamps in cardboard boxes. An alternate receptacle can be any cardboard box in good condition of the appropriate size and labeled. Under no circumstances are fluorescent lamps allowed to accumulate or be stored outside of these labeled receptacles.

The designated rooms for the accumulation of fluorescent lamps are as follows:

Midtown Campus		Westside Campus	
Building	Room#	Building	Room#
Berkshire Hall	002	Ella Grasso Hall	Maintenance Room
Fairfield Hall	1 st wing closet	O'Neill Center	
Haas Library	Mechanical	WS Classroom Building	124 (time clock)
Higgins Hall	Closet (basement)	A. Searle Pinney Hall	Loading Dock
Litchfield Hall	Mechanical Room	Westside Residence Hall	E034 Storage
Newbury Hall	Basement-Machine Room		
Old Main	021		
Police/Maintenance	Garage (near door)		
Student Center	008 (storage)		
University Hall	Electrical Room		
Warner Hall	112		
White Hall	Wax Room (next to men's room)		

Custodial Responsibilities

The custodial staff is required to place all spent fluorescent lamps into authorized receptacles in the room designated for the building they are working in.

Pick Up Certification

Midtown Buildings		
Building	Room #	Date
Berkshire Hall	002 (storage)	
Fairfield Hall	1 st wing closet	
Haas Library	Mechanical	
Higgins Hall	Closet (basement)	
Litchfield Hall	Mechanical Room	
Newbury Hall	Basement-Machine Room	
Old Main	021(custodial storage)	
Police / Maintenance	Garage	
Student Center	008 (storage)	
University Hall	Electrical Room	
Warner Hall	112	
White Hall	Wax Room (basement)	
West Side Buildings		
Building	Room #	Date
O'Neill Center		
Classroom Building	124 (time clock)	
A. Searle Pinney Hall	Loading Dock	
Ella Grasso Hall	Main Valve Room	