WESTERN MICHIGAN UNIVERSITY

FM Landscape Services
2016-17 Snow Book
WMU Landscape Services
Snow Removal Procedure Outline

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WMU Landscape Services
SNOW REMOVAL PROCEDURE OUTLINE

I. Streets - (20 plus lane miles)
Campus streets have continuous coverage for snow removal. Contracted heavy equipment operators are scheduled to accommodate 24 hour coverage, seven days a week, throughout the snow season.

Coverage of the streets is prioritized, with ring roads given first priority and all interior roads next, thus opening the heavily trafficked roads first.

II. Parking Lots - (100 plus acres)
Covered by the same contracted staff and equipment as the streets, lots are divided into five priorities:

   A. Faculty/Staff parking lots.
   B. Primary visitor lots.
   C. Dining Service loading docks and courts.
   D. Student commuter lots.
   E. Campus Apartments and Residence Hall lots.

III. Walks and Steps - (39 miles of walk; 200,000 sq. ft. of step, ramp, and entry surfaces)
The campus is divided into three regions for purposes of sidewalk snow removal, as well as for landscape maintenance throughout the year. During the snow season, seven employees work in these regions operating light equipment, ie. 4x4 with front plow and sander, skid loaders, and tractors.

These light equipment operators work weekdays from 3:00 a.m. to 11:30 a.m. There is additional coverage during weekday afternoons, as well as during day-shift hours on weekends.

The remainder of the regional crews is responsible for clearing access ramps, steps, and other areas which are inaccessible for light equipment. They work Monday through Friday, 6:00 a.m. to 2:30 p.m.

Priority is given to access ramps and entries. Weekend and evening snow removal of ramps, steps and walks inaccessible to light equipment is covered for emergency and on excessive conditions, additional staff are called in on an overtime basis.

IV. Special Needs
Landscape Services understands the special needs of disabled students and the difficulty of maneuvering over snow and ice. Effort is made to contact all disabled students, faculty and staff to accommodate their needs.

V. Emergencies
Emergency road and parking lot snow and ice removal is a collaborative effort by WMU Landscape Services and the University Police. Landscape Services handles road and lot snow removal during normal business hours via KLS, our snow removal contractor. Contacting KLS for road and lot snow removal during non-business hours (weekends/evenings/nights) is the responsibility of DPS.

This year we have again contracted with a weather forecasting service to give us specific data on our area in Kalamazoo, Michigan. We also have direct weather information access through a satellite link into the Landscape Services Office at WMU Physical Plant on East Campus. We believe that this will give us an additional edge to fight the snow and ice that the weather conditions bring us.

FM Call Center
269-387-8514
www.fm.wmich.edu
There are approximately 23 lane miles of streets to plow on Western's campus. These must be kept free of snow and ice 24 hours a day seven days a week. We have identified two priorities for this activity.

- Priority One is our primary streets and campus "ring roads". These are used to move vehicular traffic around or through the campus quickly and efficiently. Bus routes are also considered Priority One.

- The secondary streets or campus inner roads are Priority Two and give access to the buildings and lots throughout the core of campus.

The accompanying map and highlighted areas depict the location of these roads.

Materials such as bulk road salt are kept at the “salt dome” on East Campus. These supplies are monitored continuously and replenished as needed through bulk contracts with the State of Michigan or blanket orders with local vendors. It is our goal to let our supplies dwindle and deplete as spring approaches.
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
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<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Between Heritage Hall &amp; Walwood</td>
<td>39</td>
<td>Knollwood Ave south of Trimpe</td>
<td>77</td>
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<tr>
<td>4</td>
<td>Upholstery Shop</td>
<td>40</td>
<td>Sindecuse Health Center South</td>
<td>78</td>
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<tr>
<td>5</td>
<td>Physical Plant off Oakland Drive</td>
<td>41</td>
<td>Large Lot Sangren Hall North</td>
<td>79</td>
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<td>6</td>
<td>Physical Plant @ Eddies Lane</td>
<td>42</td>
<td>Behind Henry Hall</td>
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<td>7</td>
<td>North side of Waldo Stadium</td>
<td>43</td>
<td>EWB off of Oliver and Cass</td>
<td>81</td>
</tr>
<tr>
<td>8</td>
<td>Physical Plant Fenced Area</td>
<td>44</td>
<td>Bernhard Center - Archer Drive</td>
<td>82</td>
</tr>
<tr>
<td>9</td>
<td>Waldo Stadium West</td>
<td>45</td>
<td>Bernhard Center Loading Dock</td>
<td>83</td>
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<td>10</td>
<td>Press Box Behind Waldo Stadium</td>
<td>46</td>
<td>Children's Place Wilbur Street</td>
<td>84</td>
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<tr>
<td>11</td>
<td>The Little Theatre</td>
<td>47</td>
<td>Western Heights</td>
<td>85</td>
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<td>12</td>
<td>Spindler Hall - Community Corrections</td>
<td>48</td>
<td>Metered &amp; R Lot behind BC by Ellsworth</td>
<td>86</td>
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<tr>
<td>13</td>
<td>Student Rec Center East</td>
<td>49</td>
<td>Office for Sustainability</td>
<td>87</td>
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<tr>
<td>14</td>
<td>Western Ave south end of Read</td>
<td>50</td>
<td>Ad Building front - W Mich/S Hays</td>
<td>88</td>
</tr>
<tr>
<td>15</td>
<td>S. Hays Dr, north end of French</td>
<td>51</td>
<td>Sindecuse Loading Dock</td>
<td>89</td>
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<tr>
<td>16</td>
<td>S. Hays Dr, Across from Zimmerman</td>
<td>52</td>
<td>Goldsworth Valley Apartments</td>
<td>90</td>
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<tr>
<td>17</td>
<td>Stryker School of Medicine, behind Montague</td>
<td>53</td>
<td>Valley I front of hall on Glikison</td>
<td>91</td>
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<tr>
<td>18</td>
<td>Western Avenue at Fieldhouse</td>
<td>54</td>
<td>Valley I large lot at top of Glikison</td>
<td>92</td>
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<tr>
<td>19</td>
<td>South Hays in front of Zimmerman</td>
<td>55</td>
<td>Valley II large lot @ end of E. Pond Drive</td>
<td>93</td>
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<tr>
<td>20</td>
<td>S. Dormitory in front of Davis Hall</td>
<td>56</td>
<td>Valley III E/Fox H/Stinson</td>
<td>94</td>
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<td>21</td>
<td>Elmwood Apartments- Arcadia at S Dormitory</td>
<td>57</td>
<td>Valley II parking on East Pond Drive</td>
<td>95</td>
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<tr>
<td>22</td>
<td>Elmwood Apartments - Moore/Western</td>
<td>58</td>
<td>Valley III parking on West Pond Drive</td>
<td>96</td>
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<td>23</td>
<td>Elmwood Overflow/The Pit - Western Ave</td>
<td>59</td>
<td>Valley Dining Employee Parking</td>
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<tr>
<td>24</td>
<td>Elmwood Apartments - E. Shaw Lane</td>
<td>60</td>
<td>Large Lot near Rood/Everett</td>
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<tr>
<td>25</td>
<td>Moore Drive in front of Smith Burnham</td>
<td>61</td>
<td>Large Lot north of Lawson</td>
<td>100</td>
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<tr>
<td>26</td>
<td>Off Arcadia -behind Burnham Dining</td>
<td>62</td>
<td>East of Lawson on Roell (Band Lot)</td>
<td>101</td>
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<td>Between Library/Moore -off Arcadia</td>
<td>63</td>
<td>Stadium Drive Apartments Gar Lane</td>
<td>102</td>
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<tr>
<td>28</td>
<td>Waldo Library East - off Arcadia</td>
<td>64</td>
<td>South Hays in front of Siedschlag</td>
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<tr>
<td>29</td>
<td>SRC Loading Dock/Maintenance Area</td>
<td>65</td>
<td>Arcadia Drive in front of Ernest Burnham</td>
<td>104</td>
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<tr>
<td>30</td>
<td>Ad Building Loading Dock - S. Hays</td>
<td>66</td>
<td>Arcadia Drive in front of Ernest Burnham</td>
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<td>31</td>
<td>Draper/Siedschlag Dining Service</td>
<td>67</td>
<td>Arcadia Drive in front of Ernest Burnham</td>
<td>106</td>
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<tr>
<td>32</td>
<td>Dalton Center Loading Dock</td>
<td>68</td>
<td>Lawson Ice Arena South</td>
<td>107</td>
</tr>
<tr>
<td>33</td>
<td>Large Lot in front of Gilmore Theatre</td>
<td>69</td>
<td>Moore Hall Turn Around</td>
<td>108</td>
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<tr>
<td>34</td>
<td>Large Lot south of Miller Ramp</td>
<td>70</td>
<td>Schneider Hall Lots/Fetzer (F)</td>
<td>109</td>
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<tr>
<td>35</td>
<td>Miller Parking Ramp</td>
<td>71</td>
<td>WVA II</td>
<td>110</td>
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<tr>
<td>36</td>
<td>WVA west of Miller Ramp</td>
<td>72</td>
<td>WVA II</td>
<td>111</td>
</tr>
<tr>
<td>37</td>
<td>Maintenance Area behind Kohrman</td>
<td>73</td>
<td>WVA II</td>
<td>112</td>
</tr>
<tr>
<td>38</td>
<td>WVA south of Trimpe</td>
<td>74</td>
<td>WVA II</td>
<td>113</td>
</tr>
<tr>
<td></td>
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<td>75</td>
<td>WVA II</td>
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<tr>
<td></td>
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<td>76</td>
<td>WVA II</td>
<td>115</td>
</tr>
</tbody>
</table>
WMU Landscape Services
Snow Removal
Priority "A" – Employee Parking Lots

1. Public Safety – 511 Monroe Street (Lot 98)
2. Homer Stryker School of Medicine (Lots 17, 88 and 107)
3. Parking Structures #1 and #2 (Lots 80 and 35)
4. Physical Plant (Lots 5, 6, 7, 8, and 9)
5. Upholstery Shop (Lot 4)
6. Walwood Hall (Lot 1)
7. Campus Services (Lot 95)
8. Legacy Collection (Lot 108)
9. Administration Building (Lot 50)
10. Hays Drive (Lots 30 and 66)
11. Sangren Hall/north (Lot 41)
12. Sindecuse Health Center (Lot 51)
13. Children's Place and Disability Services (Lot 46)
14. Rood Hall (Lot 61)
15. Parking Services (Lot 62 and 93)
16. Faunce Student Services (Lot 100)
17. Trimpe Distributive Education (Lot 39)
18. Miller Auditorium Employee Parking (Lot 33)
19. Kohrman Hall/south and west (Lots 38 and 37)
20. SRC/Fieldhouse Lots (14, 16, 18, and 29)
21. Moore Hall (Lot 27)
22. Waldo Library (Lot 28)
23. Schneider Hall (Lot 72R)
24. Bernhard Center (Lot 48)
25. Welborn Hall (Lot 78)
26. Little Theatre – Campus Cinema (Lot 11)
27. Montague House (Lot 96)
28. EWB Building (Lot 43)
29. Valleys I, II, III and Dining Center (Lots 53, 57, 58 and 59)
30. College of Engineering (Lots P-1 through P-7)
31. College of Health & Human Services (Lots 103 and 104)
32. Legacy Collection (Lot 108)
33. Valley Dining Center (Lot 59 and 81)

Not necessarily listed in priority order
*** Priorities are chosen based on the primary use of each lot. Lots may have multiple uses but were given only one priority.
WMU Landscape Services
Snow Removal
Priority "B" & "C" Parking Lots

Priority “B” – Visitor Lots:

1. Lawson Arena/south (Lots 74 and 70)
2. Parking Structure #2 (Lot 35)
3. Parking Structure #1 (Lot 80)
4. Fetzer Center/Schneider Hall (Lot 72F)
5. Rood Hall (Lot 61)
6. Children’s Place (Lot 46)
7. Sangren Hall/north (Lot 41)
8. Henry Hall/south (Lot 68 and 69)
9. Bernhard Center Circle Drive (Lot 44)
10. Bernhard Center/north (Lot 48)
11. Faunce Student Services (Lot 100)
12. Parking Services (Lot 62 and 93)
13. Campus Services (Lot 95)
14. Spindler Hall (Lot 12)
15. Walwood Hall (Lot 1)
16. Rec Center/Fieldhouse (Lot 13)
17. Office for Sustainability (Lot 49)

Priority "C" – Dining Service Courts (plowed before 6:00 a.m.):

1. Bernhard Dining Service Court/east end (Lot 45)
2. Draper Dining Service Court (Lot 31)
3. Burnham Dining Service Court (Lot 26)
4. Davis Dining Service Court (Lot 15)
5. Valley I, II, III staff lots and Dining Service Courts (Lots 53, 57, 58, 59 and 81)

Depending on expected activities the Lawson Ice Arena lots can be done during the day. These are generally not used until later in the day as other lots on main campus fill.

Not necessarily listed in priority order
Western Michigan University

Snow Removal
Priority B - Visitor Lots
Priority C - Dining Service Courts
2016-2017

Parking Lots
Priority

- Priorities are chosen based on the primary use of each lot. Lots may have multiple uses but were given only one priority.

Map_Snowbook_07-Parking Lots Visitors Dining_2016
<table>
<thead>
<tr>
<th>Location</th>
<th>Lot Number(s)</th>
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<tbody>
<tr>
<td>Vandercook Hall</td>
<td>10</td>
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<tr>
<td>Student Rec Center, east</td>
<td>13</td>
</tr>
<tr>
<td>Miller Auditorium</td>
<td>34</td>
</tr>
<tr>
<td>Lawson Ice Arena</td>
<td>64, 70, and 75</td>
</tr>
<tr>
<td>Fetzer Center/Schneider Hall</td>
<td>72W</td>
</tr>
<tr>
<td>Howard/W Michigan Strip Mall</td>
<td>79</td>
</tr>
<tr>
<td>Welborn</td>
<td>82 and 83</td>
</tr>
<tr>
<td>Ebert Field</td>
<td>102</td>
</tr>
<tr>
<td>CHHS, west</td>
<td>105</td>
</tr>
</tbody>
</table>

Not necessarily in priority order
Priorities are chosen based on the primary use of each lot. Lots may have multiple uses but were given only one priority.
WMU Landscape Services
Snow Removal
Priority "E" – Apartments and Residence Halls

1. Stadium Drive Apartments (Lot 65)
2. Elmwood Apartments (Lots 21, 22, 23, 24, 84, and 85)
3. Goldsworth Valley Apartments (Lots 52, 77, and 89)
4. Valley I (Lot 54)
5. Valley II (Lot 55)
6. Valley III (Lots 56, 58, 59, 81 and 97)
7. Henry Hall (Lot 42)
8. Hoekje/Bigelow Halls (Lots 47G and 47D)
9. Draper/Siedschlag Halls (Lot 66)
10. Ernest/Smith Burnham Halls (Lot 67 and 25)
11. Davis Hall (Lot 20 and 86)
12. Spindler Hall (Lot 12)
13. Zimmerman Hall and street parking (Lots 16, 94, 19, and 87)

Apartment and Residence Hall lots are usually the last to get done. This is a matter of circumstances rather than choice. Because of the 24 hour occupancy of these areas and the intermittent vacancy of individual parking spaces, these lots are very difficult and time consuming to do. In most cases, only individual parking spaces can be done around the residence halls and apartments.

Aisles are kept plowed and salted. When the snow in the spaces accumulates, coordinating efforts with the residents to move cars will help accomplish cleaning this area. We can schedule lot plowing anytime, 24 hours a day, seven days a week. See procedures at end of this section.

Not necessarily in priority order
*** Priorities are chosen based on the primary use of each lot. Lots may have multiple uses but were given only one priority.
30 October 2016

TO: WMU Residence Hall Staff

FROM: WMU Residence Hall Office
       WMU Landscape Services Office

2016-17 Student Parking Lot Snow Removal Procedure

Coordinating the snow removal for the student parking lots around your residence hall is the responsibility of the hall director. The following needs to be completed in order to achieve the greatest success. In the case of major snowfall and/or school closing where all lots are being cleared, it is recommended that one person (Brian Durbish) serve as coordinator for all residence hall lots to ensure the utmost organization and smooth lines of communication.

Steps to Follow:

1. Select a date and time for parking lot snow removal. Snow removal needs will vary from storm to storm, year to year.

2. Contact Mark Frever Director of Landscape Services (7-8557) to coordinate a date. WMU has contracted the services of Kalamazoo Landscape Supplies (KLS) for street and lot snow removal. KLS have staff scheduled 24-hours a day, 7 days a week during the winter so they are very flexible. Weekends work better for residence hall lot cleaning.

3. Contact Captain Tim Unangst, Parking Services at 7-4609 to ask for cooperation in this effort as well as assistance with signage and towing.

4. Create a snow removal schedule, working with Mark Frever, Capt. Unangst, and other hall directors.

5. Communicate and publicize, especially PUBLICIZE!

6. Ensure that on-duty staff is aware of the schedule and are available to answer questions and provide assistance during parking lot cleaning.

Area-Specific Information:

1. Date and Time: Snow removal should begin on Friday evening and continue through the weekend. This will ensure that there are fewer cars in the lot and that other lots will be available for student use.

2. Mark Frever and Capt. Tim Unangst: These individuals are very flexible and easy to work with. They will ensure that KLS is in the lots at the times designated on the schedule.
3. Captain Unangst and the services of his staff, especially the sign crew, are important to the success of this effort. DPS does not have enough signs to cover every lot, but if you request movable signs, they will attempt to coordinate the signs. The sign should read “Lot Closed for Snow Removal” including a date and time. DPS will need a couple of days to place signs. It is helpful if an officer is present at the lot when the snow removal truck is there. The officer can stop traffic, communicate with the tow trucks, and communicate with the hall staff.

4. **Schedule:** Remember every snowstorm is different. It is recommended that the schedule be grouped so that the snowplows are not driving back and forth across campus. If a large lot (i.e. Bigelow) is empty, it can be cleared in about 90 minutes. However, if there are cars to work around, that time can more than double!

   Just to be sure, plan on two hours for each lot. Communicate via e-mail the proposed schedule to **Brian Durbish**; he will let you know if any changes are necessary. Schedule the lot cleaning well in advance (at least two days) so students will have ample time to move their vehicles.

5. **Publicity:** Publicity should begin at least five days before snow removal is scheduled. Place signs in all halls, on each floor, by the elevator (not inside the elevator) and in the lobbies. Also, please consider placing flyers on the windshields of parked vehicles as well. Signs and flyers should indicate the following:

   a. Lot XX will be closed for snow removal on “Day, Date, from Time”. All cars must be moved by this time. All cars not moved will be ticketed and towed. **No Exceptions!**

   b. Do not wait until the last minute to move your car. Make sure your battery is working. You may need to call a tow truck to jump-start your car, but it is cheaper than the tickets and tow fees you will incur by leaving your car in the lot.

   c. The following lots are not being cleared until “Day, Date, Time” and **are** available for parking until 5 p.m.: Lot XX, XX, XX, XX.

   d. Ask your RA or Director if you have any questions or concerns. As soon as the lot is cleared, vehicles may be returned.

6. Ensure that duty staff is available during snow removal. Send staff out early to see if they recognize any vehicles that remain in the lot. Make sure staff members have a schedule so they may refer students to alternate parking locations.
In accordance with a past agreement, WMU Landscape Services will continue to plow the parking lot immediately adjacent to the Lutheran Center building on West Michigan Avenue next to Ellsworth Hall. In return, the Lutheran Center will allow WMU to store snow from Parking Structure #1 on the north end of their property.

Mark Couch is the Lutheran Center contact person; 349-1100.
Western Michigan University

Snow Removal
Lutheran Center Parking Lot
2016-2017

Snow Removal
Sidewalk Details

WMU Landscape Services
2016-17 Snow Book
Light equipment operators handle snow removal for the 39 miles of campus sidewalks. The campus is divided into three regions, with seven operators and plow equipment assigned to predetermined routes. Most light equipment operators start at 3a.m. Monday through Friday. One operator works 6 a.m. to 2:30 p.m. Monday through Friday, another works 9 a.m. to 5:30 p.m. Monday through Friday, and two operators work three weekday shifts from 1:30 to 10 p.m. and we have coverage from 6 a.m. to 8 p.m. on Saturday and Sunday. Additional operators have been trained on the light equipment plows for occasions of heavy snowfall or to fill in when needed.

Areas that are inaccessible to the light equipment are cleared by hand. The majority of these areas are steps and access ramps. There are some sections of sidewalk that are included here. This hand work is done by the regional grounds laborers with students supplementing their crew. The grounds shoveling crew shift is 6 a.m. until 2:30 p.m.

Landscape Services is responsible for clearing all campus building entrances (approximately 700 total). The Landscape Services Sports Turf staff clear entrances at all recreation facilities, approximately 46 doorways. A list of the various buildings and the department responsible for snow removal is included in this section.

Staffing levels do not allow for all steps and walks to remain open. The areas that are closed are routes of convenience rather than necessity. On weekends, only the buildings scheduled to be open are cleared.
WMU LANDSCAPE SERVICES
LIGHT EQUIPMENT OPERATOR'S SNOW REMOVAL SCHEDULE
WINTER 2016-17

3 to 11:30 a.m.
Monday, Tuesday, Wednesday, Thursday, Friday

1. __________ 5. __________
2. __________ 6. __________
3. __________ 7. __________
4. __________ 8. __________

6 a.m. to 2:30 p.m.
Monday, Tuesday, Wednesday, Thursday, Friday

9. __________

9 a.m. to 5:30 p.m.
Monday, Tuesday, Wednesday, Thursday, Friday

10. ______________

1:30 to 10 p.m. and 6:00 a.m. to 2:30 p.m.
Monday, Tuesday, Wednesday Saturday and Sunday

11. ______________

1:30 to 10 p.m. and 11:30 a.m. to 8 p.m.
Wednesday, Thursday, Friday Saturday and Sunday

12. ______________
WMU Landscape Services
LIGHT EQUIPMENT ASSIGNMENTS
Winter 2016-17

TRUCKS & PLOWS:
Sidewalk Plow Crew
002 Salt Box w/Plow
003 Salt Box w/Plow
004 Salt Box w/Plow
2008 Long Box w/Plow
2009 Long Box w/Plow
2027 Short Box w/Plow and Poly Blade
2028 ¾ Ton w/Plow & Liquid Anti-Ice
2029 ¾ Ton w/Plow & Liquid Anti-Ice

2 - Bobcats w/Buckets/Blades
1 – Kubota RTV/Blade
2 - Tractors w/Buckets or Blades
1 John Deere Tractor

SUPPORT TRUCKS:
College of Engineering
2006 Crew Pick-up
Toro Workman

South Region
2005 Crew and Alternate Plow Truck
2026 Crew Liftgate
164 Crew Van (from Maintenance)

North Region
2024 Crew Liftgate
2022 Crew Extended Cab
2012 Crew Pick-up
Workman #18

West Region
Small Dump Truck
416 Crew Van (from Maintenance)
2025 Crew Liftgate

Athletics
2014 Truck w/blade
2016 Truck w/blade/salter
John Deere Gator w/blade/salter
John Deere w/snow blower

BACK-UP VEHICLES
2021 Special Projects (John)
428 Mechanic - Alternate Plow Truck
2000 Tom
2001 Darrell
2010 Steve
2012 Aaron
Emergency Sidewalk Details

WMU Landscape Services
2016-17 Snow Book
Area 3 Sidewalk
Emergency Snow Removal Routes
2016-2017

Legend
Emergency Priority

Plow Area 2
Emergency Priority
1
2

Western Michigan University
Facilities Management
Geographic Information
October 2016
South Region:
1. Davis Street to East Hall, north set
2. Walwood, south side by loading dock
3. Walwood Hall, picnic area steps
4. Walwood Hall, north steps to Oakland Drive
5. Oakland Drive to Physical Plant
6. Seelye Center, walks on south side to maintenance area; plow as needed
7. Walk and steps between Vandercook and The Little Theatre; from Lot 10 to Oakland Drive
8. The Little Theatre, half of the west steps
9. Spindler, half of SE steps; non-accessible entrance to building; steps to patio on north side
10. Walk from Oakland Drive to Vandercook, along side of Lot 10
11. Vandercook (unoccupied)
12. *Waldo Stadium, steps to ticket office off of Stadium Drive
13. *Hyames Field steps off of Oliver Drive (no signs - don’t shovel)
14. *Hyames Field, stadium steps from Lot #10, south side
   * unless there is a home football game
15. Montague House, steps to Oakland Drive
16. Steps from Lot 10 to service drive
17. Stadium Drive Apartments, half of steps inside the “Browns”
18. Spindler Hall to Lot 10
19. Heritage Hall: West overlook steps to Oakland Dr., Davis Steps
   • Bollards blocking east Sidewalk with “Closure”signage

North Region:
20. Lot 13, walk from NW corner to Michigan Avenue (single sign next to walk)
21. Lot 13, east side; along Kanley Track (single sign next to walk)
22. Steps from Lot #16 to Lot #94, and walk along Lot 16, and small steps to Hays Drive
23. SRC, steps to volleyball beach area
24. University Seal steps (don’t shovel/no room for sign)
25. Ad Building, half of the east set of steps
26. McCracken, east half of steps to overhang
27. McCracken, east side, two sets of steps leading to Draper/Siedschlag drive
28. Kanley Chapel, steps in back leading to Trustee Fountain
28. Waldo Library Clock Tower, two biggest sections of steps, and middle section
29. Bernhard Center, President’s Courtyard, lower walk; shovel only emergency exit (single sign next to walk)
30. Lot 68, east end; north set
31. Lot 68, going to Henry Hall walk; all but one of the sets of steps
32. Between Lot 68 and 69; close all but one set of steps
33. Bernhard Center, SE corner, steps leading to upper level
34. Bernhard Center, east side, walk and steps leading to Lot 48
35. Ellsworth Hall, west entrance, steps leading down to building
36. Sangren Hill, half steps from Lot #47 to Gilkison, including walk/steps leading SW into Lot #41
37. Wooden steps between Valley and Valley II (closed year-round; condemned)
38. Long stairs from Valley II to Valley III
39. From Lot 59 to Lot 60, half of the SW set of steps
40. Draper/Siedschlag, NE steps and walk to courtyard
41. Sorenson Tennis Court, stairs to GVA “Y” Building
42. Chemistry Building
43. Knauss Hall, Amphitheater – center section open
**West Region:**

44. Ernest/Smith Burnham, walk and steps along east side of complex leading through pines and west side off Lot 27
45. Small walk along Western Avenue and Lot 22 (no sign - don’t shovel)
46. Lot 23 to Western Avenue
47. Elmwood “N” Building, steps and walk that cut on an angle to VandeGiessen, then to Shaw Lane
48. Lawson Ice Arena, Lot 64, steps leading to Roell Road Bridge
49. Gilmore Theatre Complex, half of one set on east end; and all of the other set down to Shaw Lane
50. Gilmore Theatre, west of main entrance
51. Hillside steps between W. Shaw Lane and Vandegiessen
52. Dalton Promenade to Orpheus Court, one set
53. Lot 100, half of steps in SE corner
54. The Children’s Place, east steps (closed year-round)
55. Schneider Hall courtyard
56. Schneider Hall, west end steps, and walkway leading to steps
57. Wood Hall walk, east entrance facing Chemistry Building
58. Half steps at North West Entrance to Knauss
59. Lower section of steps in Amphitheatre area at Knauss
<table>
<thead>
<tr>
<th>Landscape Services Buildings</th>
<th>Landscape Services Buildings</th>
<th>LS Athletic Grounds Buildings</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Entries</td>
<td># of Entries</td>
<td># of Entries</td>
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<tr>
<td>84  ALL APARTMENT COMPLEXES</td>
<td>20  MILLER AUDITORIUM EXITS</td>
<td>7   LAWSON ICE ARENA</td>
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<tr>
<td>7   BERNHARD CENTER</td>
<td>20  MILLER AUDITORIUM EXITS</td>
<td>2   SEELYE CENTER</td>
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<tr>
<td>5   BROWN HALL</td>
<td>7   LAWSON ICE ARENA</td>
<td>8   STUDENT RECREATION CENTER</td>
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<tr>
<td>5   CAMPUS SERVICES BUILDING</td>
<td>5   CHEMISTRY BUILDING</td>
<td>14  READ FIELDHOUSE</td>
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<tr>
<td>5   CHEMISTRY BUILDING</td>
<td>7   THE OAKLANDS</td>
<td>4   WALDO STADIUM</td>
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<tr>
<td>1   CHILDREN'S PLACE</td>
<td>3   PARKING SERVICES</td>
<td>13  TOTAL LS ENTRYWAYS</td>
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<tr>
<td>46  COLLEGE OF ENGINEERING</td>
<td>5   PARKING STRUCTURE #1</td>
<td>23  TOTAL LS ENTRYWAYS</td>
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<tr>
<td>10  COLLEGE OF HEALTH &amp; HUMAN SERVICES</td>
<td>6  PARKING STRUCTURE #2</td>
<td>12  TOTAL Athletic Grounds Entryways</td>
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<td>6   DALTON CENTER</td>
<td>7   PHYSICAL PLANT</td>
<td>6   TOTAL Athletic Grounds Entryways</td>
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<tr>
<td>1   CENTER FOR DISABILITY SERVICES</td>
<td>3  POLICE STATION (511 MONROE)</td>
<td>4   TOTAL Athletic Grounds Entryways</td>
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<td>5   DUNBAR HALL</td>
<td>140  ALL RESIDENCE HALLS</td>
<td>35  TOTAL Athletic Grounds Entryways</td>
</tr>
<tr>
<td>4   ELLSWORTH HALL</td>
<td>6   ROOD HALL</td>
<td>2   TOTAL Landscape Services Entryways</td>
</tr>
<tr>
<td>3   EVERETT TOWER</td>
<td>7   SANGREN HALL</td>
<td>4   TOTAL Landscape Services Entryways</td>
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<td>5   EWB</td>
<td>8   SCHNEIDER HALL</td>
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<td>4   FAUNCE STUDENT SERVICES</td>
<td>2   SEELYE CENTER</td>
<td>3   TOTAL Landscape Services Entryways</td>
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<tr>
<td>14  FETZER CENTER</td>
<td>5   SEIBERT ADMINISTRATION BUILDING</td>
<td>10  TOTAL Landscape Services Entryways</td>
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<tr>
<td>6   FRIEDMAN HALL</td>
<td>8   SHAW THEATER</td>
<td>8   TOTAL Landscape Services Entryways</td>
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<tr>
<td>4   GILMORE HOUSE</td>
<td>3   1201 SHORT ROAD</td>
<td>3   TOTAL Landscape Services Entryways</td>
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<tr>
<td>4   HAENICKE HALL</td>
<td>4   SINDICUS HEALTH CENTER</td>
<td>5   TOTAL Landscape Services Entryways</td>
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<tr>
<td>12  HENRY HALL</td>
<td>7   SPINDLER HALL</td>
<td>9   TOTAL Landscape Services Entryways</td>
</tr>
<tr>
<td>4   HERITAGE HALL</td>
<td>3   SPRAU TOWER</td>
<td>7   TOTAL Landscape Services Entryways</td>
</tr>
<tr>
<td>8   KANLEY CHAPEL</td>
<td>4   STUDENT REC CENTER</td>
<td>10  TOTAL Landscape Services Entryways</td>
</tr>
<tr>
<td>10  KNAUSS HALL</td>
<td>5   TRIMPE BUILDING</td>
<td>2   LAWSON ICE ARENA</td>
</tr>
<tr>
<td>9   KOHRMAN HALL</td>
<td>10  UNIVERSITY ARENA</td>
<td>3   LAWSON ICE ARENA</td>
</tr>
<tr>
<td>2   LAWSON ICE ARENA</td>
<td>4   UNIVERSITY COMPUTER CENTER</td>
<td>7   LAWSON ICE ARENA</td>
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<tr>
<td>3   LEE HONORS COLLEGE</td>
<td>0   VANDERCOOK HALL</td>
<td>6   LEGACY COLLECTION</td>
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<td>6   LEGACY COLLECTION</td>
<td>8   VALLEY DINING</td>
<td>5   THE LITTLE THEATRE</td>
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<tr>
<td>5   THE LITTLE THEATRE</td>
<td>6   WALWOOD HALL</td>
<td>1   MCCCRACKEN HALL</td>
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<tr>
<td>1   MCCCRACKEN HALL</td>
<td>3   WELBORN HALL</td>
<td>20  MILLER AUDITORIUM</td>
</tr>
<tr>
<td>20  MILLER AUDITORIUM</td>
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</tr>
</tbody>
</table>

584 Total Landscape Services Entryways  
35 Total Athletic Grounds Entryways
Athletic Grounds
Snow Removal Information

WMU Landscape Services
2016-17 Snow Book
Work Schedule:
Monday through Friday - 6 a.m. to 2:30 p.m.
- Four Sports Turf Specialists

Monday through Friday – 9:30 a.m. to 6 p.m.
- Two Sports Turf Specialist

Weekly:
The crew is responsible for any work inside Read Fieldhouse first thing in the morning. Once this is completed, they begin snow removal around the buildings. Landscape Services provides back-up services as needed.

Weekend:
If there is a sporting event on the weekend, the Sports Turf crew is called in as needed to cover only the building(s) housing the event. Landscape Services provides back-up services as needed.

Snow Removal Equipment:
- Truck 2014 w/plow blade
- Truck 2016 w/plow blade and salt spreader
- John Deere Gator w/plow blade and salt spreader

University Closure:
If the University closes due to snow, essential services buildings are cleared first, then all others:

Essential Services Buildings
- Lawson Ice Arena
- Student Recreation Center

All Other Buildings
- Read Fieldhouse
- Bill Brown Alumni Football Center
- Seelye Center
**Athletic Grounds Crew is responsible for clearing all building entrances/exit areas.**
**Athletic Grounds Crew is responsible for clearing all north emergency exits and secondary entranceways at maintenance shop in Lot 29**

**SRC Snow Removal**
- Emergency Exit
- Overhead Door
- Priority Entrance

Western Michigan University
Facilities Management
Landscape Services
October 2015
**Athletic Grounds crew is responsible for clearing west entryway inside Waldo Stadium gate facing Bill Brown.**
**Athletic Grounds crew is responsible for clearing east and west entryways by home and visitor locker rooms, ticket office entryway, east and west lots inside gates, and service drive under scoreboard to right field Hyames gate.**
Athletic Grounds crew is responsible for clearing all emergency exits and secondary entrances on both north and east sides of the building.

Western Michigan University
Facilities Management
Landscape Services
October 2015

Map: Snowbook_27-Ath Lawson_2015
North Region
Sidewalk
and
Step Details

WMU Landscape Services
2016-17 Snow Book
WMU Landscape Services
North Region
SNOW REMOVAL ASSIGNMENTS
2016-17

Areas 20, 21 and 28:
- Goldsworthy Valley I, II and III Residence Halls
- Valley Dining Center
- Goldsworthy Valley Apartments
- Sangren Hill Steps
- ATM
- Western Heights
- Assist other teams as requested

Area 22, 25, 29 and 23:
- The Oaklands
- Ad Building
- Kanley Chapel
- Waldo Library
- Computer Center
- Chemistry
- Sangren
- McCracken
- Bernhard Center
- Ellsworth, and west side ramp entrance
- Henry
- Assist other teams as requested

Areas 24 and 27:
- Draper
- Siedschlag
- French
- Zimmerman
- Davis
- Elmwood “A” Building
- Fieldhouse, SRC and DPS
- Assist other teams as requested
WMU Landscape Services
North Region
Area LM-100020, LM-100021 and LM-100028
SNOW REMOVAL DUTIES
Winter 2016-17

Areas 20, 21 and 28:

1. Goldsworth Valley I, II, and III Residence Halls
2. Goldsworth Valley Apartments
3. Valley Dining Center
4. Sangren Hill Steps to Gilkison
5. ATM
6. East side of Ellsworth ramp
7. Western Heights
8. All other entrances/exits in area

Duties include in order of priority:

- All access ramps will be determined each season and done according to anticipated use time. Many of these will be #1 priority as determined.
- Check all crosswalks throughout the day and keep them clear and navigable especially for our disabled population.
- If and when this list (access ramps) has been completed, each set of steps listed will be checked daily for ice build-up and/or drifted snow, and chipped, shoveled, or salted as necessary.
- Monitor all entrances according to your area of responsibility per area maps.
- Trash removal will be next priority as needed, and only if steps and ramps are clear of ice and snow.
- Drains and gutters in streets and lots shall be kept clear so melting ice and snow will not form puddles.
- Melting agent in containers will be kept free from crusting and caking, keep properly fitted lids in place.
- All shrubs and trees should be checked for ice and snow damage, i.e., broken limbs or ice build-up that may cause a limb to droop, sag, and eventually break. This is not a complete list of duties. Other duties may be assigned as deemed necessary by the supervisor.
WMU Landscape Services
North Region
Area LM-100022, LM-100023, LM-100025, LM-100029
SNOW REMOVAL DUTIES
Winter 2016-17

‘Light’ ice melt right up to the doors; NO ice melt on snow melt systems!

Areas 22, 23, 25, and 29:

1. The Oaklands
2. Ad Building - curved walk to Admissions, Ad Bldg walks, north entrance, east side access ramp, and half of steps, south and west entrances, Graduate College walk (before 8 a.m.)
3. Kanley Chapel – front steps and access ramp
4. Waldo Library - far left set of steps, middle, far right, and access ramps, loading dock steps, all emergency doors, maintenance steps and doors
5. Computer Center - monitor access walk off loading dock drive, right half of steps
6. Chemistry Building – east steps and access ramp, monitor 4 other entrances (west entrance has snow melt system)
7. Sangren – east and west side access, north and south entrances, loading dock, all emergency exits
8. McCracken - north and south entrances and all overhang entrances, loading dock, all emergency exits
9. Bernhard Center – 2 front entrances including access ramp and rear entrance to Bookstore
10. Half of the set of steps that lead from Lot 68 to the circle drive at the BC
11. Bronco Mall entrance
12. BC loading dock, including the access ramp
13. Henry Hall main entrance
14. West entrance to Ellsworth ramp, all entrances to north and east stairwells
15. All Ellsworth entrances
16. East side of Ellsworth ramp
17. Two main entrances at the back of the Bernhard Center
18. Bernhard Center – 2 front entrances including access ramp and rear entrance to Bookstore
19. Half of the set of steps that lead from Lot 68 to the circle drive at the BC
20. Bronco Mall entrance
21. BC loading dock, including the access ramp
22. Henry Hall main entrance

Second Priority:

1. Kanley - south and east entrances and remaining doors
2. Computer Center – south entrance and loading dock
3. T-Comm entrance, north and south entrance off Trustee Fountain
4. Sangren – all entrance and exits, including emergency exits
5. McCracken – NE entrance, half of SE entrance

For half sets of steps – all snow shall be removed from handrail side (right side whenever possible)
Duties include in order of priority:
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- Drains and gutters in streets and lots shall be kept clear so melting ice and snow will not form puddles.
- Melting agent in containers will be kept free from crusting and caking, keep properly fitted lids in place.
- All shrubs and trees should be checked for ice and snow damage, i.e., broken limbs or ice build-up that may cause a limb to droop, sag, and eventually break.

This is not a complete list of duties. Other duties may be assigned as deemed necessary by the supervisor.
WMU Landscape Services
North Region
Area LM-100026 and LM-100027
SNOW REMOVAL DUTIES
Winter 2016-17

Areas 24 and 27:

1. Davis Hall main entrance
2. French Hall main entrance
3. Zimmerman Hall main entrance
4. Davis Hall, north end, including walks and steps to Zimmerman
5. Davis Dining Service loading dock area, including steps
6. Siedschlag hall main entrance and steps
7. Draper Hall main entrance
8. Steps that lead from Draper Hall to Waldo Library; keep open
9. Draper Dining Service loading dock area, including steps
10. All other entrances/exits of the buildings in this area
11. DPS, 511 Monroe; all entrances and exits
12. Fieldhouse north main entrance, steps off lower parking lot 16
13. SRC, all entrances, maintenance shop 7 entrance, dock and crosswalk

Duties include in order of priority:

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- Check all crosswalks throughout the day and keep them clear and navigable especially for our disabled population.
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- Trash removal will be next priority as needed, and only if steps and ramps are clear of ice and snow.
- Drains and gutters in streets and lots shall be kept clear so melting ice and snow will not form puddles.
- Melting agent in containers will be kept free from crusting and caking, keep properly fitted lids in place.
- All shrubs and trees should be checked for ice and snow damage, i.e., broken limbs or ice build-up that may cause a limb to droop, sag, and eventually break.

This is not a complete list of duties. Other duties may be assigned as deemed necessary by the supervisor.
<table>
<thead>
<tr>
<th>Location</th>
<th>Ice Melter Barrels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valley II &amp; III</td>
<td>1 - at each main entrance</td>
</tr>
<tr>
<td>Valley I</td>
<td>1 - at each main entrance</td>
</tr>
<tr>
<td>Goldsworth Valley Apartments</td>
<td>1 - in each laundry room (year-round)</td>
</tr>
<tr>
<td>Sangren Hill Steps</td>
<td>1 - top of stairs 1 - bottom of steps @ recycling trio</td>
</tr>
<tr>
<td>Henry Hall</td>
<td>1 - south side entrance, under porch 1 - west entrance by custodial door 1 - main entrance</td>
</tr>
<tr>
<td>Bernhard Center/Bronco Mall</td>
<td>1 - each entryway 1 - Bookstore 1 - President’s Courtyard steps (west end of BC)</td>
</tr>
<tr>
<td>Ellsworth Hall</td>
<td>1 - main entrance 1 - north entrance 1 - west side</td>
</tr>
<tr>
<td>Parking Structure # 1</td>
<td>1 - pedestrian bridge</td>
</tr>
<tr>
<td>The Oaklands</td>
<td>1 - inside garage</td>
</tr>
<tr>
<td>Draper</td>
<td>1 - main entrance 1 - Dining Service area 1 - dock</td>
</tr>
<tr>
<td>Siedschlag</td>
<td>1 - main entrance</td>
</tr>
<tr>
<td>French</td>
<td>1 - main entrance</td>
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</table>

**WMU Landscape Services**  
**North Region**  
**ICE MELTER BARREL LOCATIONS**  
**Winter 2016-17**

**Chemistry Building**  
East entrance

**Computer Center**  
South side, top and bottom of stairs

**Waldo Library**  
2 - under clock (or 1 big one)  
Telecommunications entrance

**McCacken**  
Between building/top of the stairs overhang  
Bottom of McCracken steps

**Rec Center**  
Main entrances  
North (loading dock), south, east, and west entries

**Fieldhouse**  
East/west entrances  
Loading dock

**Administration Building**  
East entrance, access ramp  
Front entrance/north  
Back entrance/south  
Loading dock  
West entrance

**Kanley Chapel**  
Inside the clock tower

**Sangren**  
East entrance  
South middle (access) entrance  
West entrance

**511 Monroe**  
Main entrance
WMU Landscape Services
South Region
SNOW REMOVAL ASSIGNMENTS
2016-17

Area 11:
- 1201 and 1219 Short Road

Area 12:
- Campus Services
- Spindler
- Little Theatre
- Oliver Street
- Montague House

Area 13:
- Walwood
- Upholstery Shop
- Davis Street
- Heritage Hall

Area 14:
- Physical Plant
- Vandercook
- Seelye Center

Area 41:
- EWB
- CHHS
- AT Building

Area 43:
- Legacy Collection

Area 44:
- BTR Parkway

Area 45:
- CEAS West

Area 46:
- CEAS East
WMU Landscape Services
South Region
Areas LM-100011, LM-100012, LM-100013, LM-100014, LM-100041, and 100043
SNOW REMOVAL DUTIES
Winter 2016-17

* “LIGHT” ice melt right up to doors; NO ice melt on snow melt systems!
1. President’s Residence and Gilmore House @ 6 a.m. Make sure there is clearance for all doors. *No ice melt unless requested under overhang at Gilmore House and Pres Res entrances
2. CHHS – monitor all entrances (snow melt system in place), loading dock steps and walkway; allow no accumulation to hinder emergency doors (5 emergency exits and 2 maintenance exits)
3. Campus Services Building - postal and main entrances; south door off of landscape garage; all emergency and secondary exits
4. EWB - Custodial - entrance and walk; Disability Services entrance; east entry walk and steps; north door by dumpster, and meters
5. Walwood Hall - all walks, steps, and entrances before 8 a.m.
6. Heritage Hall – all walks, steps, entrances and emergency exits before 8 am
7. Montague House - walk from parking lot to Oakland Drive front door
8. The Little Theatre - half of front steps, access ramp, and walk before 8 a.m. Keep all emergency exits clear
9. Spindler Hall - all entrances and exits
10. Physical Plant - all entrances and exits
11. Seelye Center - Both NE entrance and Oakland Drive entrance
12. Zhang Legacy Collection: snow melt at main entrance – clear all other doors including emergency fire doors; 8 total doors. Clear loading dock door and lift

For half sets of steps – all snow shall be removed from handrail side (right side whenever possible)

Duties include in order of priority:
- All access ramps will be determined each season and done according to anticipated use time. Many of these will be #1 priority as determined.
- Check all crosswalks throughout the day and keep them clear and navigable especially for our disabled population.
- If and when this list (access ramps) has been completed; each set of steps listed will be checked daily for ice buildup and/or drifted snow; and chipped, shoveled, or salted as necessary.
- Monitor all entrances according to your area of responsibility per area maps.
- Trash removal will be next priority as needed, and only if steps and ramps are clear of ice and snow.
- Drains and gutters in streets and lots shall be kept clear so melting ice and snow will not form puddles.
- Salt in containers will be kept free from crusting and caking, keep properly fitted lids in place.
- All shrubs and trees should be checked for ice and snow damage, i.e., broken limbs or ice buildup that may cause a limb to droop, sag, and eventually break.
- Make sure salt containers are full for weekend.
West Region
Sidewalk
and
Step Details

WMU Landscape Services
20117 Snow Book
Area 30:
- Elmwood Apartments
- Steps to Elmwood ‘K’ Bldg, near dumpster
- Moore Hall, front and back entrances including bus stop
- Ernest/Smith Burnham, steps entrances and curb cuts
- Access path between Moore and Smith Burnham

Areas 31 and 34:
- Faunce Student Services
- Kohrman Hall
- Haenicke/Wood Halls
- Dalton Center, including north Dalton, loading dock
- Lee Honors College
- Rood Hall/Everett Tower

Areas 32 and 33:
- Miller Auditorium
- RCVA (Richmond Center for the Visual Arts)
- Knauss Hall
- Amphitheater
- Friedmann Hall
- Dunbar Hall
- Shaw Amphitheater area
- Gilmore Theatre Complex
- Brown Hall, loading dock
- Miller loading dock
- Sprau Tower
- Lawson Ice Arena
- Pedestrian Bridge steps to Western Avenue

Areas 35 and 37:
- Schneider Hall
- Fetzer Center
- The Children’s Place and Disabled Student Services
- Sindecuse Health Center
- Wesley Foundation

Areas 36 and 38:
- Trimpe Building
- Parking Services
- Office for Sustainability
- Welborn Hall
- Wilbur Street Bus Stop
- WVA I and II
WMU Landscape Services
West Region
Areas LM-100031 and LM-100034
SNOW REMOVAL DUTIES
Winter 2016-17

1. Faunce Student Services – access ramps and main entrance
2. Faunce Student Services – Kiva entrances on lower level
3. Faunce Student Services – SE corner, inner stairwell exits; SW corner, loading dock entrance and inner stair exit
4. Kohrman Hall
5. All entrances to Wood and Haenicke Halls
6. Dalton Center – loading dock walkway and SW access entrance and curb cuts
7. Lee Honors, all entrance and exits
8. Rood/Everett Tower – all entrances and exits

Duties include in order of priority:
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• Trash removal will be next priority as needed, and only if steps and ramps are clear of ice and snow.
• Drains and gutters in streets and lots shall be kept clear so melting ice and snow will not form puddles.
• Salt in containers will be kept free from crusting and caking, keep properly fitted lids in place.
• All shrubs and trees should be checked for ice and snow damage, i.e., broken limbs or ice buildup that may cause a limb to droop, sag, and eventually break.

This is not a complete list of duties. Other duties may be assigned as deemed necessary by the supervisor.
President’s Residence
On the support truck;
*No salt around entrances unless instructed*

Gilmore House
North courtyard

Campus Services
South entrance
East entrance by loading dock

Walwood
Main entrances, north
West entrance

Heritage Hall
Inside trash/recycling structure

The Little Theatre
East entrance

Physical Plant
North Grounds entrance
West entrance

Spindler
Two main entrances
Back patio
Top of Lot #10 stairs

EWB Building
North entrances
East entrance
West entrance

**CHHS**
Loading dock

**Zhang Legacy**
Loading dock

**Montague House**
Oakland Drive entrance

**CEAS**
1 barrel at each loading dock
On the support truck

*Melting agent in containers will be kept free from crusting and caking.*

*Make sure barrels have scoops.*
WMU Landscape Services
West Region
Areas LM-100032 and LM-100033
SNOW REMOVAL DUTIES
Winter 2016-17

Areas 32 and 33:

1. Knauss Hall -north side steps, west side access ramp and steps, and south Amphitheater steps
2. Amphitheater steps
3. Amphitheater – steps and walks from West Shaw Lane into Amphitheater
4. Miller – on event nights only; verandah area steps and exits, exits on east and west side
5. Richmond Center for the Arts (RCVA)
6. Friedmann dock steps
7. Dalton Center – all entrances, exits, and loading dock
8. Dunbar loading dock
9. Brown Hall – all entrances and exits, including loading dock

Duties include in order of priority:

- All access ramps will be determined each season and done according to anticipated use time. Many of these will be #1 priority as determined.
- Check all crosswalks throughout the day and keep them clear and navigable especially for our disabled population.
- If and when this list (access ramps) has been completed; each set of steps listed will be checked daily for ice buildup and/or drifted snow; and chipped, shoveled, or salted as necessary.
- Monitor all entrances according to your area of responsibility per area maps.
- Trash removal will be next priority as needed, and only if steps and ramps are clear of ice and snow.
- Drains and gutters in streets and lots shall be kept clear so melting ice and snow will not form puddles.
- Salt in containers will be kept free from crusting and caking, keep properly fitted lids in place.
- All shrubs and trees should be checked for ice and snow damage, i.e., broken limbs or ice buildup that may cause a limb to droop, sag, and eventually break.

This is not a complete list of duties. Other duties may be assigned as deemed necessary by the supervisor.
Area 32 and 33:

1. Steps leading from west Miller entrance to Plaza
2. Shaw amphitheater area, Miller and Shaw exits
3. Mini plaza – Miller/Shaw/Brown patio
4. Miller, event nights only: verandah area steps/exits, west side exits, Green Room entrance
5. Gilmore Complex – east entrance access ramp and main door
6. Walkways at Miller and loading docks
7. Lawson Ice Arena - steps from Lot 63 to Worner Drive
8. Lawson Ice Arena - steps on west side, including access ramps
9. Lawson Ice Arena - north and south main entrances, including Gabel Pool entrance
10. Pedestrian Bridge steps to Western Avenue

Duties include in order of priority:

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This is not a complete list of duties. Other duties may be assigned as deemed necessary by the supervisor.
WMU Landscape Services
West Region
Areas LM-100035 and LM-100037
SNOW REMOVAL DUTIES
Winter 2016-17

1. Schneider Building curb cuts to access parking
2. Fetzer Center - all entrances, curb cuts to access parking
3. Children’s Place front entrance, lower entrance, and steps leading to Lot 40
4. Center for Disability Services, front entrance
5. Sindenuse Health Center emergency entrance
6. Sindenuse Health Center main entrance
7. Sindenuse Health Center rear entrance and loading dock steps, including access ramp
8. Wesley Foundation east main entrance and steps

*Duties include in order of priority:*
- All access ramps will be determined each season and done according to anticipated use time. Many of these will be #1 priority as determined.
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This is not a complete list of duties. Other duties may be assigned as deemed necessary by the supervisor.
WMU Landscape Services
West Region
Areas LM-100036 and LM-100038
SNOW REMOVAL DUTIES
Winter 2016-17

1. Parking Services - steps, walks, and access ramps
2. Trimpe Building - all entrances, and half of steps in SE corner of Lot #100
3. Welborn - all entrances and exits
4. Wilbur Street Bus Stop
5. Office for Sustainability - main and west entrances
6. WVA I and II, including clubhouse

Duties include in order of priority:
• All access ramps will be determined each season and done according to anticipated use time. Many of these will be #1 priority as determined.
• Check all crosswalks throughout the day and keep them clear and navigable especially for our disabled population.
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This is not a complete list of duties. Other duties may be assigned as deemed necessary by the supervisor.
WMU Landscape Services
West Region
ICE MELTER BARREL LOCATIONS
Winter 2016-17

Miller Auditorium
East entrance
Main entrance
Loading dock

Gilmore Theater Complex
South main entrance
North main entrance

Friedmann
Upper amphitheater entrance
Lower part of amphitheater

Knauss
N/NE corner (amphitheater entrance)

Dalton
North loading dock door

Kohrman
North main entrance
East access entrance
South entrance
West, two doors
Loading dock

Trimpe Building
North entrance
East entrance

Brown Hall
South entrance
East entrance
Loading dock

Office for Sustainability
Main entrance

Welborn
Main entrance

Faunce Student Services
Main entrance

Parking Services
Main entrance

Rood/Everett
Under crosswalk
Northeast entrance

North Storage Shed
Ice Melter

Lee Honors College
Main entrance

Sindecuse Health Center
Main entrance
Back entrance (5 gallon pail, left inside)

Schneider Hall
Circle drive, main entrance
Loading dock
West side entrance by access parking

Fetzer Center
Dock

Wood Hall
South entrance
Access entrance adjoining Haenicke Hall- (NW corner)
North entrance

Moore Hall
Front entrance
Rear entrance by dock

Ernest Burnham
In pines left of main entrance along walk
Main entrance
Steps in raised bed at loading dock area

Smith Burnham
Door #10 by Moore food tube, in pines
Main entrance

Lawson
Front entrance
ProShop entrance
Lot 63, Worner Drive steps

Western View Apartments
End of each building
Top of steps
Bottom of steps

Elmwood Apartments
Buckets at one end
Bags at other end
A notice has been sent out by ADA Coordinator (7-6316), asking for information from ADA students. Students are encouraged to contact their office with schedules and routes, which we can incorporate into our snow removal plans.

For those that respond, we can ascertain routes which we clear and keep accessible. If several students are using different entrances to the same building, we can assure them one specific entry will be kept clear for them, if they will use it instead.

Accessible building entrances have been identified and are monitored and treated throughout the day for problems. The following pages include a map of the accessible building entrances.
2 November 2016

TO: Western News

FROM: Mark Frever, Director
Landscape Services

SNOW AND ICE REMOVAL FOR WMU CAMPUS

Winter hours will soon begin for snow removal crews at Western Michigan University. Plow schedules cover snow and ice removal activities 24 hours a day, seven days a week.

The magnitude of this undertaking is not small. Twenty-six and a half lane miles of roads, over 120+ acres of parking, 39 miles of walks, 200,000 square feet of steps, ramps, and hundreds of doorways have to be plowed, shoveled, scraped, and de-iced every time it snows. Even when it does not snow, our freeze/thaw conditions create special ice management challenges on all of the above listed surfaces.

Providing there is not a major storm, most areas will be clear of snow and ice prior to students, faculty, and staff arriving on campus each day. Various steps around the campus that are deemed to be a convenience rather than a necessity are closed for the winter. This allows the crews to concentrate on major access areas and provide better service for ice and snow removal.

Students, faculty, and staff members with special needs when it comes to mobility on campus during the ice and snow season should call the Service Center at 387-8514. Schedules can be adjusted to accommodate needs.

Western has contracted with KLS for street and parking lot snow removal this year. Any questions or concerns after normal business hours should be directed to the University Police at 387-5555.

Any snow removal needs/requests for special activities and/or weekend events should be relayed to the Landscape Services Office with an FM Services event request form or at 387-8514. Please give us advance notice of the event so we can plan and schedule accordingly.
Western Michigan University
Weekend
Snow Removal Areas
2016-2017

Map_Snowbook_30-Weekend Areas_2016

Western Michigan University
Facilities Management
Geographic Information
October 2016

TYPE
- Athletic
- Event
- Other
- Residence

0 250 500 1,000
Feet
WMU Landscape Services
SUPERVISOR WEEKEND “ON CALL” SCHEDULE
Winter 2016-17

Streets & Parking Lots
1. Tom Sauber, Manager Special Projects  998-1846 Cell
2. Mark Frever, Director Landscape Services 517-262-8282 Cell, 387-8582 Office
3. Timothy Unangst, Parking Services  271-4987 Cell

Walks, Steps, & Building Entrances

Nov 5 - 6 - Aaron Dykstra
Nov 12 - 13 - Tom Sauber
Nov 19 - 20 - Steve Root
Nov 26 - 27 - Jim Haun
Dec 3 - 4 - Darrell Junkins
Dec 10 - 11 - Tom Sauber
Dec 17 - 18 - Aaron Dykstra
Dec 24 - 25 - Steve Root
Dec 31 - Jan 1, 2017 - Darrell Junkins
Jan 7 - Jan 8 - Jim Haun
Jan 14 - Jan 15 - Tom Sauber
Jan 21 - Jan 22 - Aaron Dykstra
Jan 28 -- Jan 29 - Steve Root
Feb 4 - Feb 5 - Darrell Junkins
Feb 11 - Feb 12 - Tom Sauber
Feb 18 - Feb 19 - Jim Haun
Feb 25 - Feb 26 - Aaron Dykstra
March 3 - March 4 - Steve Root
Mar 11 - Mar 12 - Darrell Junkins
Mar 18 - Mar 19 - Jim Haun
Mar 25 - Mar 26 - Tom Sauber
April 1 - April 2 - Aaron Dykstra

Phone Numbers
Aaron Dykstra, Sports Turf Supervisor  615-2908 Cell
Steve Root, South Region Supervisor  377-6570 Cell  978-4611 Home
Darrell Junkins, West Region Supervisor  744-0345 Cell  963-5921 Home
Jim Haun, North Region Supervisor  207-2779 Cell  668-3403 Home
# Closure Call List

<table>
<thead>
<tr>
<th>Name</th>
<th>1\textsuperscript{st} choice</th>
<th>2\textsuperscript{nd} choice</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Peter Strazdas</strong></td>
<td>327-4478 (h)</td>
<td>207-7705 (c)</td>
</tr>
<tr>
<td><strong>Mark Frever</strong></td>
<td>517-262-8282 (c)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Consults weather</strong></td>
<td></td>
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<tr>
<td></td>
<td><strong>forecasting and current</strong></td>
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<tr>
<td></td>
<td><strong>condition reports, monitors</strong></td>
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<tr>
<td></td>
<td><strong>surrounding area conditions and the campus</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>conditions and repots to VP Van Der Klé</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Jan Van Der Klé</strong></td>
<td>629-3185 (h)</td>
<td>806-1915 (c)</td>
</tr>
<tr>
<td></td>
<td><strong>confers with President Dunn/Provost re campus conditions (seeks info from P/S and Sindecuse, as needed) and decision is made. Contacts Cheryl Roland, Public Safety, Pete Strazdas, Steven Gilsdorf and senior administrative staff if University is CLOSED</strong></td>
<td></td>
</tr>
<tr>
<td><strong>President Dunn</strong></td>
<td>337-3429 (h)</td>
<td>929-0319 (c)</td>
</tr>
<tr>
<td><strong>Tim Greene</strong></td>
<td>544-0347 (h)</td>
<td>823-3244 (c), 426-0605 (c)</td>
</tr>
<tr>
<td><strong>Cheryl Roland</strong></td>
<td>979-9668 (h)</td>
<td>217-3619 (c)</td>
</tr>
<tr>
<td></td>
<td><strong>Receives call from VP Van Der Klé on closure. Contacts media, updates WMU webpage and information line</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Dispatch @ Public Safety</strong></td>
<td>387-5555</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>notified of closure and also available for input on closure decision; provides security of buildings on Card Access Systems</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Ann Cox</strong></td>
<td>323-3907 (h)</td>
<td>998-1300 (c)</td>
</tr>
<tr>
<td><strong>Diane Anderson</strong></td>
<td>998-1822 (c)</td>
<td></td>
</tr>
<tr>
<td><strong>Daniel Litynski</strong></td>
<td>383-7185 (h)</td>
<td>998-3562 (c)</td>
</tr>
<tr>
<td><strong>Carrick Craig</strong></td>
<td>269-998-0555 (c)</td>
<td></td>
</tr>
<tr>
<td><strong>Tim Terrentine</strong></td>
<td>269-744-5014 (c)</td>
<td></td>
</tr>
<tr>
<td><strong>Jim Gilchrist</strong></td>
<td>349-7397 (h)</td>
<td>615-6355 (c)</td>
</tr>
<tr>
<td><strong>Greg Rosine</strong></td>
<td>207-4484 (c)</td>
<td>349-3358 (h)</td>
</tr>
<tr>
<td><strong>Kahler Schuemann</strong></td>
<td>598-2034 (c)</td>
<td></td>
</tr>
</tbody>
</table>

(h)= home phone, (c)= cell phone
WMU Landscape Services
EMERGENCY CALL NUMBERS

PHONE LIST

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Frever</td>
<td>517-262-8282</td>
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<tr>
<td>Jim Haun</td>
<td>207-2779</td>
</tr>
<tr>
<td>Tim Unangst</td>
<td>217-4987</td>
</tr>
<tr>
<td>University Police</td>
<td>387-5555</td>
</tr>
<tr>
<td>FM Service Center</td>
<td>387-8514</td>
</tr>
</tbody>
</table>

Outdoor Emergency Conditions:
Snow removal, street repairs, walks repairs, storm drains, barricading, fallen trees, flooding, and conditions that could cause personal injury.

Contact Information:
All of the above supervisors may be reached during and after regular working hours (6 a.m. to 2:30 p.m.) via their cell phones. Please refer to the attached Supervisor “On-Call” List to determine who is on duty.

The On-Call Supervisor, once contacted, will assume full responsibility for handling the emergency. He/she will determine if immediate action is necessary. He/she will inform the University Police what will be done. Once this decision is made, he/she will then attempt to contact the appropriate people using the employee emergency call-in list. If he/she is unable to contact anyone, the supervisor will either personally take care of the problem or supervise the work of an outside contractor to resolve it.
Snow Removal — KLS Account Contacts:

Western Michigan University

Mike McKee       Mbl  269-569-6753  Snow account leader - 1st call evening needs & Salt Contact
                Hm  269-694-1244

Allen Glasscock Mbl  269-569-0954  Loader Operator - 2nd call

Claude McClurg   Mbl  269-569-6781  Day salt truck driver - daytime Salt Contact / Backup Ramps

Dan Townsend    Mbl  269-569-6751  Loader Operator / Backup salt truck driver - (no call)

Joey Schwartz   Mbl  269-569-3310  Night salt truck driver - (no call)

Jimmy Rice      Mbl  269-569-3759  Loader Operator

Bill Bloem      Mbl  269-569-0312  Loader Operator

Rick Specht     Mbl  269-569-6665  Loader Operator

Shawn Selner    Mbl  269-569-4405  Primary ramp salt truck driver - (no call)

Spencer Lash   Mbl  269-569-4983  Backup ramp salt truck driver - (no call)

Tom Farrow      Mbl  269-615-7486  Service and Operations Manager

KLS Office      269-375-8000

KLS FAX         269-375-8078

Last updated 12/21/16
Resources

WMU Landscape Services
2016-17 Snow Book
We have again subscribed to a storm warning service this winter. The vendor for this year's service is Schneider Electric.

Attached is a sample form that the service uses and an explanation of the various parts of the document. In many cases we will receive just side two of the form which is a "Special Statements" information release.

Due to the fact that Schneider Electric operates 24 hours a day, they have been given Public Safety's phone and fax numbers as contact numbers for the University. During regular work hours, DPS can notify the Landscape Services Office of the arrival of a weather fax at 387-8557; after hours or on weekends, when an alert or special statements form is received, the police dispatcher on duty will inform the snow crew, and/or the WMU Contract Administrator (see names and numbers below).

Tom Sauber 998-1846 cell
Mark Frever 517-262-8282 cell
Capt. Tim Unangst 387-4609 office

The snow crew will use the above phone list also, if it is necessary to contact a supervisor, and one is not on campus, about the storm warning information.

The reports received from the dispatcher will be distributed from the Landscape Services Office as follows:

Vice President VanderKley 7-2356 Fax
Power Plant 7-8687 Fax
KLS, Street/Lot Snow Removal Contractor 375-8078 Fax
Bulk salt for parking lots and streets is kept in the salt dome behind the Campus Services Building. We have already taken shipment and stored 700 tons of salt (NaCL) through an “early fill” contract. If needed, more salt can be purchased from the “seasonal back-up” contract, through the State of Michigan. The supplier this year for both early fill and seasonal back-up is:

MORTON SALT, INC.
123 North Wacker Drive
Chicago, IL 60606-1743

We are using Ice Artic Guard for steps and access ramps. It is purchased from Eco Green Supply, Wyoming, MI 49509

We are also using beet juice and natural brine. GeoMelt® and natural brine is purchased from Chloride Solutions