WMU Landscape
Services Snow Removal
Procedure Outline

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4. Sidewalk Snow Removal
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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/night) 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.
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 supplies dwindle and deplete as spring approaches.
Western Michigan University

College of Engineering
Street Snow Removal Routes
2018-19

Plow Route
Road Priority
- A - Primary Streets, Ring Rd, Bus Routes
- B - Secondary Streets, Inner Roads
<table>
<thead>
<tr>
<th></th>
<th>WMU Parking Lots - 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Between Heritage Hall &amp; Walwood</td>
</tr>
<tr>
<td>4</td>
<td>Upholstery Shop</td>
</tr>
<tr>
<td>5</td>
<td>Physical Plant off Oakland Drive</td>
</tr>
<tr>
<td>6</td>
<td>Physical Plant @ Eddies Lane</td>
</tr>
<tr>
<td>7</td>
<td>North side of Waldo Stadium</td>
</tr>
<tr>
<td>8</td>
<td>Physical Plant Fenced Area</td>
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<tr>
<td>9</td>
<td>Waldo Stadium West</td>
</tr>
<tr>
<td>10</td>
<td>Press Box Behind Waldo Stadium</td>
</tr>
<tr>
<td>11</td>
<td>The Little Theatre</td>
</tr>
<tr>
<td>12</td>
<td>Spindler Hall - Community Corrections</td>
</tr>
<tr>
<td>13</td>
<td>Student Rec Center East</td>
</tr>
<tr>
<td>14</td>
<td>Western Ave south end of Read</td>
</tr>
<tr>
<td>15</td>
<td>S. Hays Dr, north end of French</td>
</tr>
<tr>
<td>16</td>
<td>S. Hays Dr, Across from Zimmerman</td>
</tr>
<tr>
<td>17</td>
<td>Stryker School of Medicine, behind Montague</td>
</tr>
<tr>
<td>18</td>
<td>Western Avenue at Fieldhouse</td>
</tr>
<tr>
<td>19</td>
<td>South Hays in front of Zimmerman</td>
</tr>
<tr>
<td>20</td>
<td>S. Dormitory in front of Davis Hall</td>
</tr>
<tr>
<td>21</td>
<td>Arcadia at S Dormitory</td>
</tr>
<tr>
<td>22</td>
<td>Moore/Western</td>
</tr>
<tr>
<td>23</td>
<td>The Pit - Western Ave</td>
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<tr>
<td>24</td>
<td>Elmwood Apartments - E. Shaw Lane</td>
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<tr>
<td>25</td>
<td>Moore Drive in front of Smith Burnham</td>
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<tr>
<td>26</td>
<td>Off Arcadia -behind Burnham Dining</td>
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<tr>
<td>27</td>
<td>Between Library/Moore -off Arcadia</td>
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<tr>
<td>28</td>
<td>Waldo Library East - off Arcadia</td>
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<tr>
<td>29</td>
<td>SRC Loading Dock/Maintenance Area</td>
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<td>30</td>
<td>Ad Building Loading Dock - S. Hays</td>
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<td>31</td>
<td>Draper/Siedschlag Dining Service</td>
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<td>32</td>
<td>Dalton Center Loading Dock</td>
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<tr>
<td>33</td>
<td>Large Lot in front of Gilmore Theatre</td>
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<td>Large Lot south of Miller Ramp</td>
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<td>Miller Parking Ramp</td>
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<td>36</td>
<td>WVA west of Miller Ramp</td>
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<tr>
<td>37</td>
<td>Maintenance Area behind Kohrman</td>
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<tr>
<td>38</td>
<td>WVA south of Trimpe</td>
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<td>40</td>
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<td>41</td>
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</table>
Facilities Management
Parking Lot Snow Removal
2018-19

Parking Lot Type
Priority
A - Faculty/Staff
B - Visitor
C - Dining Services
D - Commuter
E - Resident Halls/Apartments

Map created: Nov. 2018
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. Kohrmann 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)
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
*Priorities are chosen based on the primary use of each lot. Lots may have multiple uses, but were given only priority.
<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>
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<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
WMU Landscape Services
Snow Removal
Priority "E" – Apartments and Residence Halls

1. Stadium Drive Apartments (Lot 65)
2. Goldsworth Valley Apartments (Lots 52, 77, and 89)
3. Valley I (Lot 54)
4. Valley II (Lot 55)
5. Valley III (Lots 56, 58, 59, 81 and 97)
6. Henry Hall (Lot 42)
7. Western Heights (Lots 47G and 47D)
8. Draper/Siedschlag Halls (Lot 66)
9. Ernest/Smith Burnham Halls (Lots 22, 23, 24, 25, and 67)
10. Davis Hall (Lot 20, 21 and 86)
11. Spindler Hall (Lot 12)
12. 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
November 19, 2018

TO: WMU Residence Hall Staff
FROM: WMU Residence Hall Office
       WMU Landscape Services Office

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 Dubrish) 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:
- **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.
- **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.
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.

**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.

**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.

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.
WMU Landscape Services
Lutheran Center Snow
Plowing Winter 2018-19

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 Center’s
Contact person; 349-1100.
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 3 a.m. Monday through Friday. One operator works 6 a.m. to 2:30 p.m. Monday through Friday, and two operators work Monday through Friday 1:30 pm – 10 pm. We have coverage from 6 a.m. to 6:30 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 2018-19

3 am to 11:30 am
Monday, Tuesday, Wednesday, Thursday, Friday

1. Tim Bowers
2. Ellen Eberstein
3. Scott Paff
4. Rhonda Cosby
5. Kristin Jones
6. Todd Eberstein
7. Ray Hallock Jr.

6 am to 2:30 pm
Monday, Tuesday, Wednesday, Saturday, Sunday

8. Kathi Cain-Babbitt (Arnie LaMere)
   (Western View Route) (will plow all routes on weekends)

6 am to 2:30 pm
10 am - 6:30 pm
Wednesday, Thursday, Friday
Saturday, Sunday

9. Paul Gourley
   (CEAS Route and some shoveling) (will plow all routes on weekends)

1:30 pm to 10 pm
Monday, Tuesday, Wednesday, Thursday, Friday

10. Mike Taylor

11. Janel Grella
WMU Landscape Services
LIGHT EQUIPMENT ASSIGNMENTS
Winter 2018-19

TRUCKS & PLOWS:
Sidewalk Plow Crew
02 Salt Box w/Plow
03 Salt Box w/Plow
04 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
Mini Van

North Region
2024 Crew Liftgate
2022 Crew Extended Cab / Van
2012 Crew Pick-up w/Plow
Workman #18

West Region
Small Dump Truck
416 Crew Van
2025 Crew Liftgate
Crew Van

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

BACK-UP VEHICLES
2021 Special Projects
428 Mechanic - Alternate Plow Truck
2000 Tom
2001 Darrell

2010 Steve
2007 Aaron
2015 Jim
Emergency Sidewalk Details

2018 - 19
Facilities Management
Area 3 Sidewalk
Emergency Snow Removal Routes
2018-19
South Region:
1. Davis Street to Heritage Hall, north set
2. Walwood North side – close off one side of steps
3. Walwood, south side by loading dock
4. Walwood Hall, picnic area steps
5. Walwood Hall, north steps to Oakland Drive
6. Oakland Drive to Physical Plant
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. Steps from Lot #16 to Lot #94, and walk along Lot 16, and small steps to Hays Drive
22. SRC, steps to volleyball beach area (SR)
23. University Seal steps (don’t shovel/no room for sign)
24. Ad Building, half of the east set of steps
25. McCracken, east half of steps to overhang
26. Kanley Chapel, steps in back leading to Trustee Fountain (SR)
27. Waldo Library Clock Tower, two biggest sections of steps, and middle section (SR)
28. Lot 68, east end; north set
29. Lot 68, going to Henry Hall walk; all but one of the sets of steps
30. Between Lot 68 and 69; close all but one set of steps
31. Bernhard Center, SE corner, steps leading to upper level
32. Bernhard Center, east side, walk and steps leading to Lot 48
33. Ellsworth Hall, west entrance, steps leading down to building (SR)
34. Sangren Hill, half steps from Lot #47 to Gilkison, including walk/steps leading SW into Lot #41 (SR)
35. Wooden steps between Valley and Valley II (closed year-round; condemned)
36. Long stairs from Valley II to Valley III
37. Draper/Siedschlag, NE steps and walk to courtyard
38. Sorenson Tennis Court, stairs to GVA “Y” Building
40. Siedschlag Front Entrance - closed one side
41. Zimmermann – Northeast Corner Walk
42. Draper – Main Entrance - closed one side
43. Valley 1 North – along Bike Rack
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. Close 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, leave only one step on each end
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 (SR)
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
60. Miller circle to Plaza (SR)
61. Knauss West Steps next to Handicapped Ramp
62. Smith Burnham – main entrance one set of steps
63. Faunce North Side – Handicap close one ramp
64. Kohrman Courtyard Steps
<table>
<thead>
<tr>
<th>Landscape Services Buildings</th>
<th># of Entries</th>
<th>Landscape Services Buildings</th>
<th># of Entries</th>
<th>LS Athletic Grounds Buildings</th>
<th># of Entries</th>
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<tbody>
<tr>
<td>84 ALL APARTMENT COMPLEXES</td>
<td></td>
<td>20 MILLER AUDITORIUM EXITS</td>
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<td>7 LAWSON ICE ARENA</td>
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<tr>
<td>7 BERNHARD CENTER</td>
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<td>(on event nights)</td>
<td></td>
<td>2 SEELYE CENTER</td>
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<tr>
<td>5 BROWN HALL</td>
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<td>2 MONTAGUE HOUSE</td>
<td></td>
<td>8 STUDENT RECREATION CENT</td>
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<tr>
<td>5 CAMPUS SERVICES BUILDING</td>
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<td>4 MOORE HALL</td>
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<td>14 READ FIELDHOUSE</td>
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<tr>
<td>5 CHEMISTRY BUILDING</td>
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<td>7 THE OAKLANDS</td>
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<td>4 WALDO STADIUM</td>
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<tr>
<td>1 CHILDREN'S PLACE</td>
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<td>3 PARKING SERVICES</td>
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<td>46 COLLEGE OF ENGINEERING</td>
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<td>5 PARKING STRUCTURE #1</td>
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<tr>
<td>10 COLLEGE OF HEALTH &amp; HUMAN SERVICES</td>
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<td>6 PARKING STRUCTURE #2</td>
<td></td>
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</tr>
<tr>
<td>6 DALTON CENTER</td>
<td></td>
<td>7 PHYSICAL PLANT</td>
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</tr>
<tr>
<td>1 CENTER FOR DISABILITY SERVICES</td>
<td></td>
<td>3 POLICE STATION (511 MONROE)</td>
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</tr>
<tr>
<td>5 DUNBAR HALL</td>
<td></td>
<td>140 ALL RESIDENCE HALL</td>
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</tr>
<tr>
<td>4 ELLSWORTH HALL</td>
<td></td>
<td>6 ROOD HALL</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3 EVERETT TOWER</td>
<td></td>
<td>7 SANGREN HALL</td>
<td></td>
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</tr>
<tr>
<td>5 EWB</td>
<td></td>
<td>8 SCHNEIDER HALL</td>
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</tr>
<tr>
<td>4 FAUNCE STUDENT SERVICES</td>
<td></td>
<td>2 SEELYE CENTER</td>
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</tr>
<tr>
<td>14 FETZER CENTER</td>
<td></td>
<td>5 SEIBERT ADMINISTRATION BUILDING</td>
<td></td>
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</tr>
<tr>
<td>6 FRIEDMAN HALL</td>
<td></td>
<td>8 SHAW THEATER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 GILMORE HOUSE</td>
<td></td>
<td>3 1201 SHORT ROAD</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4 HAENICKE HALL</td>
<td></td>
<td>4 SINDECUSE HEALTH CENTER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 HENRY HALL</td>
<td></td>
<td>7 SPINDLER HALL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 HERITAGE HALL</td>
<td></td>
<td>3 SPRAU TOWER</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>8 KANLEY CHAPEL</td>
<td></td>
<td>4 STUDENT REC CENTER</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>10 KNAUSS HALL</td>
<td></td>
<td>5 TRIMPE BUILDING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 KOHRMAN HALL</td>
<td></td>
<td>10 UNIVERSITY ARENA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 LAWSON ICE ARENA</td>
<td></td>
<td>4 UNIVERSITY COMPUTER CENTER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 LEE HONORS COLLEGE</td>
<td></td>
<td>0 VANDERCOOK HALL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 LEGACY COLLECTION</td>
<td></td>
<td>8 VALLEY DINING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 THE LITTLE THEATRE</td>
<td></td>
<td>6 WALWOOD HALL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 MCCCRACKEN HALL</td>
<td></td>
<td>3 WELBORN HALL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 MILLER AUDITORIUM</td>
<td></td>
<td>9 WOOD HALL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

584 Total Landscape Services Entryways 35 Total Athletic Grounds Entryways
Western Michigan University
Facilities Management
College of Engineering
Entrances and Exits
2018-19

Entrance Type
- Emergency Exit
- Overhead Door
- Priority Entrance
- Regular Entrance
**WMU Snowmelt Systems**  
November 2018

<table>
<thead>
<tr>
<th>Location</th>
<th>Area (SqFt)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wood Hall</td>
<td>304</td>
</tr>
<tr>
<td>Public Safety</td>
<td>313</td>
</tr>
<tr>
<td>Seibert</td>
<td>537</td>
</tr>
<tr>
<td>Sindecuse</td>
<td>869</td>
</tr>
<tr>
<td>W Michigan Round-about</td>
<td>2,604</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3,689</td>
</tr>
<tr>
<td>College of Engineering - Floyd Hall</td>
<td>4,996</td>
</tr>
<tr>
<td>Campus Total</td>
<td><strong>43,524</strong></td>
</tr>
</tbody>
</table>
Athletic Grounds Snow Removal Information 2018-2019
**Work Schedule:**
Monday through Friday - 6 a.m. to 2:30 p.m.
- Four Sports Turf Specialists

Monday through Friday – 7 a.m. to 3:30 p.m.
- One 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
- John Deere w/snow blower

**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
**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.**

Facilities Management

Lawson Arena Snow Removal
2018-19

Map created: Nov. 2018
North Region Sidewalk and Step Details 2018-2019
Closed for Snow Removal

-North Region-

Sidewalk Snow Removal
Routes and Areas
2018-19

PlowRoute

1
2
3
RTV
John Deere

North Region
WMU Landscape Services
North Region
SNOW REMOVAL ASSIGNMENTS
2018-19

Areas 20, 21 and 24:
- Goldsworth Valley I, II and III Residence Halls
- Valley Dining Center
- Goldsworth Valley Apartments
- Sangren Hill Steps
- ATM
- Western Heights
- Assist other teams as requested

Area 22, 23, 25, and 29:
- 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 26 and 27:
- Draper
- Siedschlag
- French
- Zimmerman
- Davis
- Fieldhouse, SRC and DPS
- Assist other teams as needed
Areas 20, 21 and 24:

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.
‘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:

- 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
North Region
Area LM-100026 and LM-100027
SNOW REMOVAL DUTIES
Winter 2018-19

Areas 26 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. Ramp 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:
- 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.
<table>
<thead>
<tr>
<th>Location</th>
<th>Ice Melt Locations</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</td>
</tr>
<tr>
<td></td>
<td>1 - bottom of steps @ recycling trio</td>
</tr>
<tr>
<td>Henry Hall</td>
<td>1 - south side entrance, under porch</td>
</tr>
<tr>
<td></td>
<td>1 - west entrance by custodial door</td>
</tr>
<tr>
<td></td>
<td>entrance</td>
</tr>
<tr>
<td>Bernhard Center/Bronco Mall</td>
<td>1 - each entryway</td>
</tr>
<tr>
<td></td>
<td>Bookstore</td>
</tr>
<tr>
<td></td>
<td>1 - President’s Courtyard steps (west end of BC)</td>
</tr>
<tr>
<td>Ellsworth Hall</td>
<td>1 - main entrance</td>
</tr>
<tr>
<td></td>
<td>1 - north entrance</td>
</tr>
<tr>
<td></td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>1 - Dining Service area</td>
</tr>
<tr>
<td></td>
<td>1 - dock</td>
</tr>
<tr>
<td>Siedschlag</td>
<td>1 - main entrance</td>
</tr>
<tr>
<td>French</td>
<td>1 - main entrance</td>
</tr>
<tr>
<td>Zimmerman</td>
<td>1 - main entrance</td>
</tr>
<tr>
<td></td>
<td>1 - stairs @ courtyard</td>
</tr>
<tr>
<td>Chemistry Building</td>
<td>East entrance</td>
</tr>
<tr>
<td>Computer Center</td>
<td>South side, top and bottom of stairs</td>
</tr>
<tr>
<td>Waldo Library</td>
<td>2 - under clock (or 1 big one)</td>
</tr>
<tr>
<td></td>
<td>Telecommunications entrance</td>
</tr>
<tr>
<td>McCracken</td>
<td>Between building/top of the stairs overhang</td>
</tr>
<tr>
<td></td>
<td>Bottom of McCracken steps 1 - main</td>
</tr>
<tr>
<td>Rec Center</td>
<td>Main entrances</td>
</tr>
<tr>
<td></td>
<td>North (loading dock), south, east, and west entries 1 -</td>
</tr>
<tr>
<td>Fieldhouse</td>
<td>East/west entrances</td>
</tr>
<tr>
<td></td>
<td>Loading dock</td>
</tr>
<tr>
<td>Administration Building</td>
<td>East entrance, access ramp</td>
</tr>
<tr>
<td></td>
<td>Front entrance/north</td>
</tr>
<tr>
<td></td>
<td>Back entrance/south</td>
</tr>
<tr>
<td></td>
<td>Loading dock</td>
</tr>
<tr>
<td></td>
<td>West entrance</td>
</tr>
<tr>
<td>Kanley Chapel</td>
<td>Inside the clock tower</td>
</tr>
<tr>
<td>Sangren</td>
<td>East entrance</td>
</tr>
<tr>
<td></td>
<td>South middle (access) entrance</td>
</tr>
<tr>
<td></td>
<td>West entrance</td>
</tr>
<tr>
<td>511 Monroe</td>
<td>Main entrance</td>
</tr>
</tbody>
</table>
South Region Sidewalk and Step Details 2018-2019
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

Area 29:
- Stadium Drive Apartments
WMU Landscape Services  
South Region  
Areas LM-100011, LM-100012, LM-100013, LM-100014, LM-100041, and 100043  
SNOW REMOVAL DUTIES  
Winter 2018-19

* “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. Clear the sidewalk and Patio to the Sun Room
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

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- 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 crustling 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.
### WMU Landscape Services

**South Region**

**ICE MELTER BARREL LOCATIONS**

**Winter 2018-19**

<table>
<thead>
<tr>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>President’s Residence</strong></td>
<td>On the support truck; No salt around entrances unless instructed</td>
</tr>
<tr>
<td><strong>Gilmore House</strong></td>
<td>North courtyard</td>
</tr>
<tr>
<td><strong>Campus Services</strong></td>
<td>South entrance, East entrance by loading dock</td>
</tr>
<tr>
<td><strong>Walwood</strong></td>
<td>Main entrances, north, West entrance</td>
</tr>
<tr>
<td><strong>Heritage Hall</strong></td>
<td>Inside trash/recycling structure</td>
</tr>
<tr>
<td><strong>The Little Theatre</strong></td>
<td>East entrance</td>
</tr>
<tr>
<td><strong>Physical Plant</strong></td>
<td>North Grounds entrance, West entrance</td>
</tr>
<tr>
<td><strong>Spindler</strong></td>
<td>Two main entrances, Back patio, Top of Lot #10 stairs</td>
</tr>
<tr>
<td><strong>EWB Building</strong></td>
<td>North entrances East entrance, West entrance</td>
</tr>
<tr>
<td><strong>CHHS</strong></td>
<td>Loading dock</td>
</tr>
<tr>
<td><strong>Zhang Legacy</strong></td>
<td>Loading dock</td>
</tr>
<tr>
<td><strong>Montague House</strong></td>
<td>Oakland Drive entrance</td>
</tr>
<tr>
<td><strong>CEAS</strong></td>
<td>1 barrel at each loading dock, On the support truck</td>
</tr>
</tbody>
</table>

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

*Make sure barrels have scoops.*
West Region Sidewalk and Step Details 2018-2019
Area 28:
- 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 2018-19

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:
• 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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• 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.
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:**

- 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.
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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 2018-19

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. Sindecuse Health Center emergency entrance
6. Sindecuse Health Center main entrance
7. Sindecuse 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.
- 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.
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- 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.
WMU Landscape Services  
West Region  
Areas LM-100036 and LM-100038  
SNOW REMOVAL DUTIES  
Winter 2018-19

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.  
- 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.  
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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>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Miller Auditorium</strong></td>
<td>East entrance, Main entrance, Loading dock</td>
</tr>
<tr>
<td><strong>Gilmore Theater Complex</strong></td>
<td>North main entrance, South main entrance</td>
</tr>
<tr>
<td><strong>Friedmann</strong></td>
<td>Upper amphitheater entrance, Lower part of amphitheater</td>
</tr>
<tr>
<td><strong>Knauss</strong></td>
<td>N/NE corner (amphitheater entrance)</td>
</tr>
<tr>
<td><strong>Dalton</strong></td>
<td>North loading dock door</td>
</tr>
<tr>
<td><strong>Kohrman Hall</strong></td>
<td>East access entrance, South entrance, West, two doors, Loading dock</td>
</tr>
<tr>
<td><strong>Trimpe Building</strong></td>
<td>North entrance, East entrance</td>
</tr>
<tr>
<td><strong>Brown Hall</strong></td>
<td>South entrance, East entrance, Loading dock</td>
</tr>
<tr>
<td><strong>Office for Sustainability</strong></td>
<td>Main entrance</td>
</tr>
<tr>
<td><strong>Welborn</strong></td>
<td>Main entrance</td>
</tr>
<tr>
<td><strong>Faunce Student Services</strong></td>
<td>Main entrance</td>
</tr>
<tr>
<td><strong>Parking Services</strong></td>
<td>Main entrance</td>
</tr>
<tr>
<td><strong>Rood/Everett</strong></td>
<td>Under crosswalk, Northeast entrance</td>
</tr>
<tr>
<td><strong>North Storage Shed</strong></td>
<td>Ice Melter</td>
</tr>
<tr>
<td><strong>Lee Honors College</strong></td>
<td>Main entrance</td>
</tr>
<tr>
<td><strong>Sindecuse Health Center</strong></td>
<td>Main entrance, Back entrance (5 gallon pail, left inside)</td>
</tr>
<tr>
<td><strong>Schneider Hall</strong></td>
<td>Circle drive, Main entrance, Loading dock, West side entrance by access parking</td>
</tr>
<tr>
<td><strong>Fetzer Center</strong></td>
<td>Dock</td>
</tr>
<tr>
<td><strong>Wood Hall</strong></td>
<td>Access entrance adjoining Haenicke Hall-(NW corner)</td>
</tr>
<tr>
<td><strong>Moore Hall</strong></td>
<td>Front entrance, Rear entrance by dock</td>
</tr>
<tr>
<td><strong>Ernest Burnham</strong></td>
<td>In pines left of main entrance along walk, Main entrance, Steps in raised bed at loading dock area</td>
</tr>
<tr>
<td><strong>Smith Burnham</strong></td>
<td>Door #10 by Moore food tube, in pines, Main entrance, Steps in raised beds at Loading Dock</td>
</tr>
<tr>
<td><strong>Lawson</strong></td>
<td>Front entrance, ProShop entrance, Lot 63, Worner Drive steps</td>
</tr>
<tr>
<td><strong>Western View Apartments</strong></td>
<td>End of each building, Top of steps, Bottom of steps</td>
</tr>
</tbody>
</table>
ADA Accommodations 2018-2019
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.
November 19, 2018

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, or 488-8911 after hours. 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.
WMU Landscape Services Supervisor 2019 Weekend Coverage Schedule

October through December 2018
(First weekend into January 2019)

| October 6 and October 7 | Steve Root |
| October 13 and October 14 | Jim Haun |
| October 20 and October 21 | Darrell Junkins |
| October 27 and October 28 | Tom Sauber |
| November 3 and November 4 | Steve Keto |
| November 10 and November 11 | Mark Frever |
| November 17 and November 18 | Darrell Junkins |
| November 24 and November 25 | Jim Haun |
| December 1 and December 2 | Tom Sauber |
| December 8 and December 9 | Steve Root |
| December 15 and December 16 | Steve Keto |
| December 22 and December 23 | Mark Frever |
| December 29 and December 30 | Tom Sauber |
| January 6 and January 7, 2019 | Darrell Junkins |

**Weekend Supervisor on duty is also the emergency contact after hours for week leading up to their scheduled weekend**

**Contact Number:**

**Preferred Phone#** 269-370-8784
IN CASE OF EMERGENCY

As technology has expanded, the options for receiving WMU alerts and advisory notifications have improved and reduced repetition in the notification process. In previous years, a paper list was printed and shared and call trees were enacted. This past practice is being discontinued as we take advantage of current technology. As we enter the inclement weather season, I encourage you to sign up for the services provided through WMU’s Department of Public Safety to receive timely alerts and advisory notifications.

WMU’s Department of Public Safety has expanded its options for people interested in receiving WMU alerts and advisory notifications. You are now able to receive WMU Alert and advisory notifications via text message as well as via an automated call service. Find more information, including how to opt in, online.


The internal process of monitoring the weather forecasting and current condition reports will remain in place. And, if you would like, please continue with the past practice of personal phone calls within your own operational division.

I thank all of you for your cooperation in this transition.

Sincerely,

Jan Van Der Kley
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>
</tr>
<tr>
<td>Tom Sauber</td>
<td>998-1846</td>
</tr>
<tr>
<td>Darrell Junkins</td>
<td>744-0345</td>
</tr>
<tr>
<td>Steve Root</td>
<td>377-6570</td>
</tr>
<tr>
<td>Aaron Dykstra</td>
<td>615-2908</td>
</tr>
<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>
<tr>
<td>After Hours Message Center</td>
<td>488-8911</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.
<table>
<thead>
<tr>
<th>Name</th>
<th>Mbl</th>
<th>Phone</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike McKee</td>
<td>Mbl</td>
<td>269-569-6753</td>
<td>Snow account leader - 1st call evening needs &amp; Salt</td>
</tr>
<tr>
<td></td>
<td>Mbl Personal</td>
<td>269-225-7042</td>
<td></td>
</tr>
<tr>
<td>Allen Glasscock</td>
<td>Mbl</td>
<td>269-569-0954</td>
<td>Loader Operator - 2nd call</td>
</tr>
<tr>
<td>Claude McClurg</td>
<td>Mbl</td>
<td>269-569-6781</td>
<td>Day salt truck driver - daytime Salt Contact / Backup</td>
</tr>
<tr>
<td>Dan Townsend</td>
<td>Mbl</td>
<td>269-569-6751</td>
<td>Loader Operator / Backup salt truck driver - (no call)</td>
</tr>
<tr>
<td>Joey Schwartz</td>
<td>Mbl</td>
<td>269-569-3310</td>
<td>Night salt truck driver - (no call)</td>
</tr>
<tr>
<td>Joe Zimmerman</td>
<td>Mbl</td>
<td>269-569-0312</td>
<td>Loader Operator</td>
</tr>
<tr>
<td>Jimmy Rice</td>
<td>Mbl</td>
<td>269-569-6354</td>
<td>Loader Operator</td>
</tr>
<tr>
<td>Michael Helms</td>
<td>Mbl</td>
<td>269-491-1458</td>
<td>Loader Operator</td>
</tr>
<tr>
<td>John Battees</td>
<td>Mbl</td>
<td>269-491-4591</td>
<td>Primary ramp salt truck driver - (no call)</td>
</tr>
<tr>
<td>Tom Farrow</td>
<td>Mbl</td>
<td>269-615-7486</td>
<td>Service and Operations Manager</td>
</tr>
<tr>
<td>KLS Office</td>
<td></td>
<td>269-375-8000</td>
<td></td>
</tr>
<tr>
<td>KLS FAX</td>
<td></td>
<td>269-375-8078</td>
<td></td>
</tr>
</tbody>
</table>
Resources

2018 - 19
WMU Landscape Services
WINTER STORM WARNING SERVICE

We have again subscribed to a storm warning service this winter. The vendor for this year's service is DTN Weather Service.

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 DTN Weather Service 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).

<table>
<thead>
<tr>
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<tr>
<td>Mark Frever</td>
<td>517-262-8282</td>
</tr>
<tr>
<td>Capt. Tim Unangst</td>
<td>387-4609 office</td>
</tr>
<tr>
<td>Landscape Weekend</td>
<td>269-370-8784</td>
</tr>
</tbody>
</table>

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:

Detroit Salt Company
1241 Sander Street
Detroit MI 49217

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 Soy Juice and natural brine. GeoMelt® and natural brine is purchased from Chloride Solutions