



**Vanderbilt University
Vanderbilt University Medical Center**

**Vanderbilt Facilities
Snow and Ice Removal Plan**

January 2020 Update

Snow and Ice Removal Plan

Vanderbilt University – Plant Operations

I. Introduction

Effective snow and ice removal is dependent on efficient and orderly utilization of a variety of personnel, equipment and materials. Since every snowfall is different the specifics will change each time. However, the general order and pattern of removal will remain the same.

The Department of Operations Grounds Shop has several different ways of clearing areas of snowfall with in-house resources as follows:

1. 1 and 1 ½ - Ton trucks with snow blades and “ice-melt” spreader.
2. Hustler tractors with cabs and five-foot rotary brooms.
3. Tow behind top dresser (for spreading three feet wide paths of sand).
4. Pay loader and BOBCAT front-end loader.
5. Small crews of personnel with snow shovels.
6. 2-Skidsteers and Angle Brooms

In addition Plant Operations will supplement in-house snow removal services with outsourced resources to conduct snow removal operations of the main campuses exterior perimeter and Vanderbilt University Real Estate properties.

It has been our experience that the equipment listed above is effective for snow removal for amounts up to approximately 4 – 6 inches. It should be noted that little of the listed equipment above is specially designed for snow and ice removal. It is being adapted for this use. Generally this equipment is less effective for dealing with ice storms or snowfalls over six inches. Since historically these types of occurrences have been rare, we do not have the type of heavy-duty equipment used by municipalities and state highway departments. In addition, the calcium chloride pellets used, known, as “Ice Melt” is less effective when the temperature is below ten degrees.

Plant Operations estimates a 2-hour plan implementation response from the time of notification of a winter weather event occurrence after normal business hours or weekends. The Vanderbilt Snow Removal Plan Map, TAB 3 of the plan, depicts the routes clearing priorities. Primary road and sidewalk routes (depicted in red) are the first priority and will be cleared to a reasonable degree before starting operations on the secondary routes (depicted in blue).

Handicapped Exits/Access Clearance – To ensure that persons with disabilities have a clear path as they enter or exit campus facilities, at least one primary pedestrian route with direct access to an automatic access door per building has been identified, and will be initially cleared. All handicapped ramps are considered primary, and priority of effort will be placed on them as well. The Snow Removal Plan Map, TAB 3 of the plan, depicts the primary sidewalk routes in relationship to the buildings automatic accessible doors.

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II. Responsibilities

1. BSC (Building Systems Controls) on Duty Supervisor.

- a. Monitors the current weather conditions.
- b. Maintains contact and coordinate with VPD (Vanderbilt Police Department) and Plant Operations on duty campus engineer (after normal duty hours) to verify current road conditions.
- c. Call and advice Plant Operations key staff when weather conditions require execution of the snow removal plan. (**See TAB 1 - Snow and Ice Removal Plan Calling Tree**)
- d. Effects coordination with VUMC Delta and Parking and Transportation Services. (**See TAB 2 – Key Snow and Ice Removal Plan Points of Contacts**)

2. Director of Operations.

- a. Responsible for the safe execution of the snow and ice removal plan.
- b. Contact the Grounds Shop Manager to initiate snow removal plan.
- c. Keep the Assistant Vice-Chancellor for Plant Operations informed on the status and progress of the snow removal plan execution.
- d. Monitors the snow and ice removal operation progress and maintains contact with both BSC and Plant Operations SIS (Services and Information Systems) to monitor calls on trouble areas that may require special attention.

3. Grounds Shop Manager.

- a. Ensures that all grounds personnel are familiar with their designated tasks and areas of responsibility in accordance with the snow and ice removal plan.
- b. Ensures that all snow removal equipment is operational, and that adequate amounts of sand, calcium chloride pellets and non-corrosive liquid ice-melt are on hand for snow and ice removal operations. Pre-determined amounts of calcium chloride pellets bags will be pre-positioned at strategic locations on main campus to facilitate faster access for main campus crews.
- c. Conducts snow and ice removal operations safety briefing with on-call personnel. If inclement weather conditions occur after duty hours, contact on call personnel and have them report to the Peabody Maintenance Building at 222 Appleton Drive.
- d. Ensures that snow removal crews are appropriately dressed to perform their duties; ensures that crews, especially those on foot, have warm up breaks.
- E. Keep Maintenance Zone Managers informed on the progress of the plan implementation and any unexpected operational issues within their Maintenance Zones.
- f. Executes the snow and ice removal plan. **Areas of responsibility are the Primary and Secondary Road and Sidewalk Routes as described on pages 5 through 11 of this plan and depicted on the Snow Removal Plan Map attached at TAB 3.**

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G. Responsible for managing execution of the Supplemental Snow Removal Services agreement with LSI. (See TAB 4)

4. **Landscape Services, Inc (LSI) - Supplemental Snow Removal Services Vendor.** Provide supplemental snow and ice removal services in accordance with established agreement. See TAB 4 for vendor specific areas of responsibility.
5. **Building Services.** Assist with removal of snow and ice from building entrances, steps, landings and ramps, etc. See the Building Services Personnel section on page 12 of this plan.
6. **Maintenance Zones.** Assist with removal of snow and ice from building entrances, steps, landings and ramps, etc. of buildings that are serviced by 2nd/3rd shift Building Services staff, in the event of a snow fall during normal work hours. See Maintenance Zones Personnel section on page 12 of this plan.
7. **VUMC Facilities Management.** Responsible for snow and ice removal in areas as specified on TAB 6.
8. Vanderbilt University **Medical Center Parking and Transportation Services.** Responsible for snow and ice removal on parking garages: East VUH Garage, Central Garage, and South Garage.
9. **Vanderbilt University Real Estate (VURE) Operations.** The designated VURE Facilities Manager from the CBRE and Lincoln Properties will make the initial call-out when LSI services are required for **Real Estate** properties included in **Groups 4 and 5** of TAB 4.
10. **The Parke Company – Supplemental Snow Removal Services Vendor.** Provide supplemental snow and ice removal services in accordance with established agreement. See TAB 5 for vendor specific areas.

III. General Procedures.

Current weather conditions are continually monitored by the BSC on duty supervisor. BSC utilizes the National Weather Service Doppler Radar for the Nashville Greater Area as a source of information. As a rule when accumulation is ½ inch on the Parking Area north of Bryan Building, the on duty BSC supervisor will notify the Director of Operations who will in turn activate the snow removal plan. To ensure that the current weather conditions warrant the execution of this plan, BSC will contact the VPD and the campus engineer on duty to verify the current road conditions.

IV. Execution.

A. Trucks with Snow Blades

The Grounds Shop Manager will dispatch two trucks simultaneously to apply ice melt, push and scrape snow off (if deep enough) from primary and secondary road routes in sequence. See

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enclosed Snow Removal Plan Map at **TAB 3**. Each driver has a designated set of primary and secondary road routes. Designated routes by vehicle are as follows:

1-TON TRUCK W/SNOW BLADE AND SPREADER BOX	
Operator will clear the following routes in order:	
Primary Road Routes	Secondary Road Routes
1 – Medical Ctr. Dr. to Children's Way including Emergency Department, TVC, & Dayani Ctr. access areas 2 – Pierce Ave From 21 st Ave S 24 th Ave S to Children's Way 3 – 23 rd Ave S from Blakemore Ave to access road between VCH & VUMC Eye Institute crossing Pierce Ave to 23 rd Ave S to Light Hall loading access areas 4 – Garland Ave to Langford Auditorium dock and entrances access areas 5 - Shuttle Bus drop off to South Entrance of Medical Center North near Round Wing & Eskind Library 6 – Stevenson Center Lane to lot 9 rear access Physics and MC North 7 – Parking lots 73,73A 74 &75 entrances & main drive aisles & shuttle bus stops 8 – Children's Way between VR&WC to 24 th Ave S 9 – Highland Ave crossing 25 th Ave S onto Jess Neely Dr. 10 – Student Life Center and Ingram Studio Arts Drive Way 11 – Dixie Place 12 – Dayani Center Drop off lots 42A, 113 & 113A	1 – Blair School of Music, lot 104,105 2 – Parking lots 298 A/298B Blakemore House 3 – 111 28 th Ave S, lots 72F, 72J, 72H, 72E, 72D, 72G, Police Building 72A,72B 4 – Lot 13 McGugin Center 5 – 1025 16 th Ave S 6 – Chancellor's Residence

1-1/2 TON TRUCK W/SNOW BLADE AND SPREADER BOX	
Operator will clear the following routes in order:	
Primary Road Routes	Secondary Road Routes
1 – Appleton Place & lot 86 2 – Medical Center Dr. to Stallworth Rehabilitation Main Entrance 3 – Psychiatric Hospital at Vanderbilt lots 114 & 116 4 – Magnolia Circle 5 – Curb Center & Freedom Form Drive 6 – Horton Ave, South Drive, and Wyatt Center Circle 7 – Rand/Sarratt loading dock area lot 19 8 – Fine Arts and Admissions drive and parking lots 1,2, Kirkland Hall Esplanade Drive/Alumni Hall & Kirkland Hall rear 9 – College Hall Loading dock /parking area 10 – Parking lots 4,5,6,6A,OGSM/Divinity Drive	1 – Martha Ingram Commons lots 78A,79,77, 82,122,122A,81,84,90 2 –Lewis House rear Lot 24 3 – Lot 27,61,71,64 4 – Branscomb Drive Lot 21 and Lot 15 5 – Carmichael East Drive area Lots 17 & 34

After the preceding routes are cleared, the main drive aisles of parking lots adjacent to these routes will be cleared in the same general order.

Areas between the primary and secondary road routes will be given applications of ice melt and scraping (dependent on depth) with trucks on roadways. The hustler rotary brooms will be used to brush snow off sidewalks. Applying a thin layer of sand with the tow-behind top dresser will treat snow and ice that rotary brooms are not able to brush off. When temperatures rise, areas of ice that have been treated with sand will be removed as quickly as possible and by the best

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means available. No sand is to be used on the hospital plaza area. Sand applications will be stopped 15 – 20 feet away from building entrances to avoid excessive entry of sand into buildings. (Memorial Gym – VRWC – OGSM)

The Director of Operations will notify the Grounds Shop Manager at what time the operator of a truck should leave the campus route to remove snow at the Chancellor’s Residence. If a special event is scheduled at Memorial Gym or Langford Auditorium, the Director of Special Events will notify Plant Operations if it is necessary to interrupt the regular campus schedule to clean walks prior to scheduled events.

B. Hustlers with Rotary Broom/Skidsteers and Angle Brooms

While four-wheel drive operators are applying snowmelt to roads, hustler with rotary broom operators will clear sidewalks, walkways and patios along and throughout VU Medical Center core and Main Campus buildings and roads. See attached map at **TAB 3**. Designated primary and secondary sidewalk routes will be cleared in order as follows:

SKIDSTEER #1 W/ANGLE BROOM Operator will clear sidewalks, walkways and patios along/throughout Medical Center and Main Campus buildings and roads in the following order:	
Primary Sidewalk Routes	Secondary Sidewalk Routes
1 – 21 st Ave South 2 – Medical Center North/Medical Center Drive South/Garland Ave 3 – Light Hall 4 – Eskind Library 5 – Vanderbilt Clinic 6 – Hospital Plaza 7 – Dayani Center 8 – Stallworth Rehab Hospital 9 – Psychiatric Hospital 10 – North Pedestrian Bridge 11 – Children’s Hospital 12 – Student Life Center and Studio Arts	1 – Zeffoss Health Center 2 – McTyeire Hall 3 – Garland Ave 4 – University Chaplain & Religious Services 5 – Schulman Center 6 – Branscomb Quad

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SKIDSTEER #2 W/ANGLE BROOM Operator will clear sidewalks, walkways and patios along/throughout Medical Center and Main Campus buildings and roads in the following order:	
Primary Sidewalk Routes	Secondary Sidewalk Routes
1 – Rand Dining Area 2 – Sarratt Center 3 – Admissions 4 -EBI 5 – Alumni Hall 6 – Neely Auditorium 7 – Buttrick Hall 8 – Bryan Building 9 – Jacobs Hall/Featheringill/Stevenson Center Area 10 – Carmichael Towers East/West	1 – West Side Row 2 – West End Ave 3 – Kensington Place 4 – Vanderbilt Place 5 – 24 th Ave South 6 – Greek Row Areas

SKIDSTEER #1 W/ANGLE BROOM Operator will clear sidewalks, walkways and patios along/throughout Medical Center and Main Campus buildings and roads in the following order:	
Primary Sidewalk Routes	Secondary Sidewalk Routes
1 – Kirkland Hall 2 – Kirkland Esplanade 3 – Kissam Center-Moore/Warren College 4 – Benson Hall 5 – Calhoun Hall 6 – Garland Hall 7 – Furman Hall 8 – Wilson Hall 9 – Bishop Commons 10 – Library Lawn 11 – Law School 12 – MRB III 13 – Open spots on Parking Lot 6B	1 – West End Ave/21 st Ave 2 – OGSM 3 – Divinity School 4 – General Library 5 – Parking Lots 5A, 5B

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HUSTLER #4 W/ROTARY BROOM		
Operator will clear sidewalks, walkways, and patios along/throughout Medical Center and Main Campus buildings and roads in the following order:		
Primary Sidewalk Routes		Secondary Sidewalk Routes
1 – The Commons Center 2 – Hill Center 3 – Mayborn/Payne Building 4 – Hobbs Building 5 – Jessup Building 6 – Gillette House 7 – Memorial House 8 – North House 9 – East House 10 – West House 11 – Crawford House 12 – Sutherland House 13 – Murray House 14 – Stambaugh House 15 – Hank Ingram House 16 – Dean of Commons Residence	17 – South Pedestrian Bridge 18 – Wyatt Center 19 – Peabody Esplanade 20 – 18 th Ave South	1 – 21 st Ave South 2 – Cohen Hall 3 – Peabody Administration 4 – Peabody Library 5 – One Magnolia Circle 6 – Curb Center 7 – Seigenthaler Center

SKIDSTEER #2 W/ANGLE BROOM	
Operator will clear sidewalks, walkways and patios along/throughout Medical Center and Main Campus buildings and roads in the following order:	
Primary Sidewalk Routes	Secondary Sidewalk Routes
1 – Blair School of Music 2 – VRWC 3 – Morgan House 4 – Lewis House 5 – Chaffin Apartments 6 – Mayfield Apartments 7 – West Garage 8 – 25 th Ave Garage 9 – Olin Hall/Engineering & Science Building 10 – Currey Tennis Center 11 – McGugin Center 12 – Memorial Gym 13 – Jess Neely Drive 14 – Blakemore House	1 – Natchez Trace 2 – Blakemore Ave 3 – 28 th Ave South

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C. Utility Vehicles and on Foot Personnel

While all other available equipments is being used to clear all accessible areas, operators on utility vehicles and on foot personnel will clear inaccessible (by all other equipment) steps, walkways, handicapped ramps and patios. These areas will be cleared with equipment and personnel assets normally assigned to each of the Grounds Maintenance Zones.

GROUND MAINTENANCE ZONE 1 (Peabody Campus) Grounds personnel w/utility vehicles and on foot will clear inaccessible steps, walkways, handicapped ramps and patios	
Primary Inaccessible Areas	Secondary Inaccessible Areas
1 – Peabody Maintenance General Services 2 – Curb Center-Seigenthaler 3 – Hill Center – The Commons Center 4 – Crawford, Sutherland, Murray, Stambaugh, Hank Ingram, Memorial, Gillette, East, West and North Houses 5 – Hobbs-Jessup, Wyatt Center, Cohen, PB Admin, PB Library, Magnolia One, Payne, 6 – Handicapped parking spaces in Lots # 90, 95, 92, 84, 85, 78A, 81 7 – South Pedestrian Bridge vicinity of 21 st and Pierce** 8 -Sidewalk From Edgehill to 18 th Ave S and Horton Ave	1 – 1202 18 th Ave South 2 – 1208 18 th Ave South 3 – Library Annex 4 – Library Annex Rear

GROUND MAINTENANCE ZONE 2 Grounds personnel w/utility vehicles and on foot will clear inaccessible steps, walkways, handicapped ramps and patios	
Primary Inaccessible Areas	Secondary Inaccessible Areas
1 – Kirkland Hall/Neely Auditorium 2 – Kissam Center/Moore/Warren College 3 –Benson Hall 4 – Calhoun and Garland Hall 5 – Wilson Hall 6 – Law School 7 – OGSM 8 – Divinity School 9 – General Library 10 – Frist and Godchaux Hall & new handicapped ramp front entrance of Godchaux 11 – MRB III	1 – Lower side of Divinity School facing 21 st Ave 2 – Sidewalks Divinity School courtyard 3 – Sidewalks 21 st Ave

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GROUND MAINTENANCE ZONE 3 Grounds personnel w/utility vehicles and on foot will clear inaccessible steps, walkways, handicapped ramps and patios	
Primary Inaccessible Areas	Secondary Inaccessible Areas
1 – Rand Hall Dining Area 2 –Sarratt Center and Sarratt Tunnel steps 3 – Admissions and Fine Arts 4 – Branscomb Quad 5 – Post Office (Station B) 6 – Lots # 19, 25, 17 7 – Cole, Tolman and McGill Halls 8 – Alumni Hall 9 – Carmichael Towers East/West 10 - EBI	1 – Westside Row 2 – Black Cultural Center and Vaughn Home 3 – Greek Row

GROUND MAINTENANCE ZONE 4 Grounds personnel w/utility vehicles and on foot will clear inaccessible steps, walkways, handicapped ramps and patios	
Primary Inaccessible Areas	Secondary Inaccessible Areas
1 – Medical Center North and VUH and TVC Clinic 2 – Hospital Plaza, Preston Robinson Research, and Light Hall Plaza** 3 – Medical Arts Building 4 – Zerfoss Health Center 5 – Bronson Ingram Studio Arts 6 – Olin and Engineering & Science Building 7 – Buttrick Hall 8 – Stevenson Center Complex 9 – Jabobs-Featheringill Hall 10 – MRB III rear patio and steps 11 – Handicapped areas and Lots # 10, 11, 16, 21,9	1 – McTyerie Hall 2 – Chapman Quad 3 – Center for Student Well Being (Res 7) 4 – Keck FDN FEL Center 5 – University Chaplain & Religious Life & Annex 6 – Blair School of Music

GROUND MAINTENANCE ZONE 5 Grounds personnel w/utility vehicles and on foot will clear inaccessible steps, walkways, handicapped ramps and patios	
Primary Inaccessible Areas	Secondary Inaccessible Areas
1 – McGugin Center 2 – Tennis Center 3 – Steps Lots # 64 and 71 4 – Handicapped areas in Lots # 61, 64, 13 and 71 5 – Morgan and Lewis Houses, Chaffin and Mayfield Apartments, Blakemore House 6 – VRWC- Vanderbilt Recreation & Wellness 7 – Steps and Handicapped areas in Lots # 27, 73, 74 and Shuttle Bus Shelters 8 – Steps to 25 th Ave Garage and Shuttle Bus Shelter 9 - West Garage	1 – Memorial Gym (during a scheduled basketball game it becomes primary) 2 – Police and Security Building 3 - 115 28 th Ave S Police Training Building 111 28 th Ave S 4 – Music Rehearsal Hall

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GROUNDS MAINTENANCE <u>VIRTUAL</u>-ZONE 5 Grounds personnel w/utility vehicles and on foot will clear inaccessible steps, walkways, handicapped ramps and patios	
Primary Inaccessible Areas	Secondary Inaccessible Areas
1 – Children's Hospital 2 - Dayani Center 3 – Stallworth Rehab Hospital 4 – Psychiatric Hospital 5 – North Pedestrian Bridge vicinity of 21 st and Edgehill)**	1 – 1025 16 th Ave S 2 – Main Library Annex 3 – Chancellor's Residence(during a scheduled event)

****Calcium Chloride pellets “ice melt” will not be applied to the pedestrian bridges surface, West End Neighborhood brick pavers, and the Medical Center Plaza areas. Moderate amounts of sand can be applied to pedestrian bridges ensuring that none falls into the drains. Non-corrosive liquid ice-melt agent can be applied to pedestrian bridges and West End Neighborhood brick pavers per instructions. Sand will be applied to Medical Center Plaza areas.**

After major walks/terraces/steps are cleared in the primary and secondary priority areas then other major pedestrian paths are cleared in areas adjacent to these. Depending on the severity of the storm and number of personnel available, the Medical Center and Central Main Campus areas may be cleared simultaneously. Otherwise, this will be performed sequentially. VU Plant Operations Building Services and VUMC Facilities Management (**See TAB 5**) crews will clear their respective areas around building entrances and outward to the main walks with snow shovels or blowers. Once these crews have cleared walks, they will apply chemical snow melt materials. The chemical snowmelt materials will only be used in small amounts on steps and porches near building entrances.

Crews will give special attention while clearing steps to ensure that handrails are easily accessible. The use of snowmelt pallets are limited to light use near entrances because of the destructive effect it has on exposed aggregate concrete walks. **Repeated applications of “ice melt” pellets have little effect at temperatures below 10 degrees.**

Calcium chloride pellets will not to be applied onto the surface of the VU Pedestrian Bridges at the Edgehill Ave. and 21st Ave. S crossing to MRB III and near Pierce Ave. and 21st Ave. S crossing to the Central Garage, and the Medical Center Plaza areas. Only a moderate amount of sand can be applied to provide traction. Personnel must use caution as to avoid sand from falling into the bridge drains. **Pre-approved non-corrosive liquid ice-melt will be applied to pedestrian bridge surfaces and West End Neighborhood brick pavers when instructed.**

In all circumstances, crew efforts should be governed by the need to provide safe pedestrian surfaces along walkways. Concurrently, snowmelt materials need to be used prudently to avoid any unnecessary destructive effects.

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D. Building Services Personnel.

Although the Grounds Shop has the major responsibility for snow and ice removal from streets, drives and sidewalks on the Vanderbilt Campus, Building Services employees (custodians) have some essential related tasks. The primary focus for the custodial personnel is the removal of snow/ice from building entrances, steps, landings, handicap ramps and building walkways that intersect with major sidewalks and roadways. In addition custodial staff will clean and maintain building entrance indoor/outdoor mats to prevent ice formation.

The removal of snow or ice using blowers or by shoveling is one of the primary methods to be utilized by the custodial worker if the accumulation of precipitation is heavy and dry. If snow was preceded by rain or sleet, accumulation will be more compact and removal will be more difficult. Applications of snowmelt materials will be necessary to help in removal. As ice/sleet melts, it should be shoveled off walks, steps, landings and ramps, etc. When surfaces have been cleared an additional light application of snowmelt materials should reduce re-icing.

The application of sand to icy patches should be performed as a last measure because of the deleterious effects it has on the interior floor surface. However, safety should always be the primary focus; therefore, sand should be applied if the previously outlined methods are not effective in eliminating the accumulation of ice or snow.

Building Services Housekeeping Supervisors will (Both In-house & Third-party Custodial Services Vendor):

a. Review the plan with personnel assigned to perform snow and ice removal duties and conduct safety briefings with all staff.

b. Ensure that the staff assigned to perform these duties, have the tools and equipment required to do the job (gloves, small bucket & scoop, etc.). In addition ensure that staff is properly dressed when working outdoors.

c. Obtain “ice melt” from the Grounds Shop or main campus designated locations for all assigned buildings, to maintain entrances and step.

The listings of specific primary and secondary entrances designated by Housing and Residential Education for residence halls are not included in this document. The Director of Operations provides these listing to each Building Services supervisor’s personnel.

E. Maintenance Zones Personnel.

The primary responsibility for the removal of snow/ice from building entrances, steps, landings, handicap ramp, and building walkways that intersect with major sidewalks and roadways is that of the custodial staff assigned to each building. In the event of snow fall during normal work hours, designated Maintenance Zones staff will be assigned to perform snow and ice removal

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tasks on buildings that are normally supported by the 2nd/3rd shift custodial staff (See **TAB 7 – Building Services - 2nd/3rd shift Buildings**).

The removal of snow or ice using blowers or by shoveling is one of the primary methods to be utilized by the zone staff if the accumulation of precipitation is heavy and dry. If snow was preceded by rain or sleet, accumulation will be more compact and removal will be more difficult. Applications of snowmelt materials will be necessary to help in removal. As ice/sleet melts, it should be shoveled off walks, steps, landings and ramps, etc. When surfaces have been cleared an additional light application of snowmelt materials should reduce re-icing.

The application of sand to icy patches should be performed as a last measure because of the deleterious effects it has on the interior floor surface. However, safety should always be the primary focus; therefore, sand should be applied if the previously outlined methods are not effective in eliminating the accumulation of ice or snow.

Maintenance Zone Managers will:

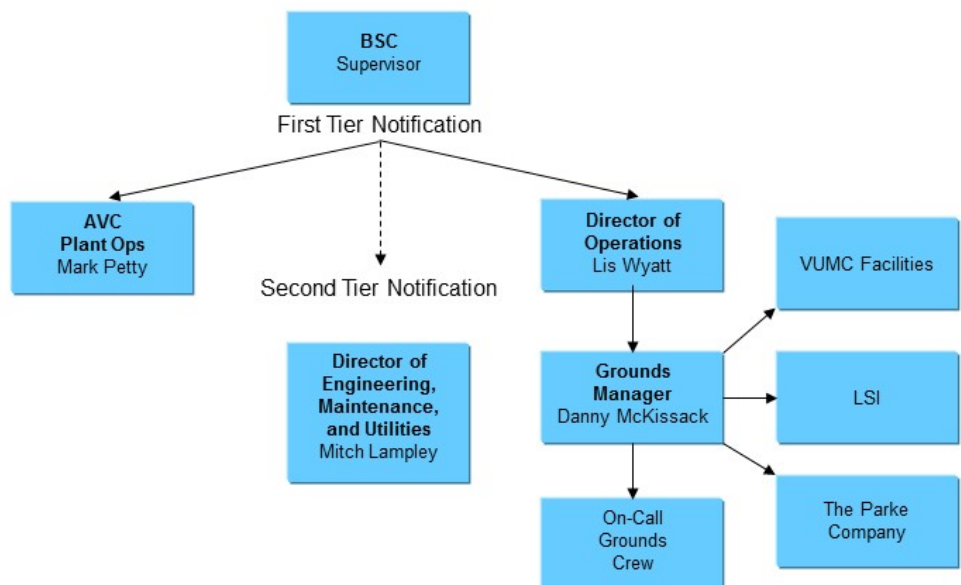
- a. Review the plan with personnel assigned to perform snow and ice removal duties and conduct safety briefings with all staff.
- b. Ensure that the staff assigned to perform these duties, have the tools and equipment required to do the job (gloves, small bucket & scoop, etc.).
- c. Obtain “ice melt” from the Grounds Shop or main campus designated locations for all assigned buildings, to maintain entrances and step.
- d. Keep the Grounds Shop Manager informed of critical areas within their zones and of any customer calls made directly to the Maintenance Zones. (See **TAB 8 – VU-Plant Operations Maintenance Zones**)

F. **General Note.** This Snow and Ice Removal Plan will be implemented during inclement weather conditions both during and after normal work hours. Any deviations from this plan must be coordinated with, and approved by, the Director of Operations. The plan’s priority of work and effort may vary depending on the severity of the weather conditions.

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Calling Tree

BSC Supervisor will use the following calling sequence when the plan requires execution after normal work hours.



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Key Snow and Ice Removal Plan Points of Contact

The following organizations play a key role in the execution of the Snow and Ice Removal Plan:

<u>Organization/ Department</u>	<u>Phone Number</u>	<u>Contact</u>
BSC	615-322-2621	On-Duty Supervisor
Operations - Plant Ops	615-322-8110	Lisbeth Wyatt - Director
Grounds Shop	615-322-8116	Danny McKissack - Manager
VUMC Facilities Management	615-322-6963	James Bear – Manager
VUMC Parking and Transportation Services	615-936-2125	Jason Bucher - Director
VURE Operations CBRE, Inc.	615-512-1303	Gena Hatcher - Property Manager
VUPS	615-566-1119	Johnny Vanderpool – Director
VUPS	615-981-4600	Jessamyn Davis - Manager
Landscape Services Inc. (LSI)	615-391-3434 (Business) 615-533-3364 (24-hr line)	Robert May
Landscape Services Inc. (LSI)	866-595-6565 (Main Office) 615-394-9391 (Cell)	Chad Stephens
The Parke Company	615-350-6022 (Main Office) 615-864-2769 (Cell)	Whitney Odgers

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LSI - Supplemental Snow Removal Services Areas of Responsibility

GROUP 1 – Maintenance Zone 1		
Sidewalks (SW)	Address/Area	Group Priority
SW #1 - East Side – 21 st Ave. S	From Pierce Ave. to Edgehill Ave Int.	1
SW #1 - South Side – Edgehill Ave	From 21 st Ave. S Int. to 18 th Ave. S Int.	2

GROUP 2 – Maintenance Zones 2/3		
Sidewalks	Address/Area	Group Priority
SW #1 - West Side – 21 st Ave. S	From Edgehill Ave Int. to West End Ave	1
SW #2 - East Side – West End Ave.	From 21 st Ave. S Int. to 25 th Ave. S Int.	2
Lot # 301	Corner of Broadway & 20th Ave.	2

GROUP 3 – Maintenance Zone 4		
Sidewalks	Address/Area	Group Priority
SW #1 - West Side – 21 st Ave. S	From Edgehill Ave Int. to front of Lot # 113	3
SW #2 - North Side – Blakemore Ave.	From 21 st Ave. Int. to 24 th Ave. Int.	3
SW #3 - South Side – Blakemore Ave.	From 23 rd Ave. Int. to 24 th Ave. Int.	3
SW #4 - East Side – 24 th Ave. S	From Blakemore Ave. to Belcourt Ave. Int.	3
Parking Lots		
Lot # 113	21 st Ave S	2
Lot # 113A	21 st Ave S Behind Dayani Center 1500 Medical Ctr. Drive	2
Lot # 113B	21 st Ave S 7 Pierce Ave	2
Lot # 73	Natchez Trace	1
Lot # 73A	Natchez Trace	1
Lot # 73B	Natchez Trace	1
Lot # 74	Natchez Trace	1
Lot # 75	Natchez Trace	1
Lot # 75A	Natchez Trace	1

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GROUP 4 – Vanderbilt University Real Estate		
Building Name	Address/Area	Group Priority
2120 Belcourt	2120 Belcourt Ave	2
Hudson Building	2135 Blakemore Ave	2
Medical Child Care	2140 Belcourt Ave/Lot#105	1
2141 Blakemore	2141 Blakemore Ave/Lot#108	2
Allen Building	2146 Belcourt Ave/Lot # 106	2
University Child Care	200 Appleton Place	1
700 FT Negley Warehouse	625 Chestnut/Lot #126/ 127A/127B	2
625 Chestnut Commercial	625 Chestnut/Lot # 123,124,125A/125B	2

GROUP 5 – Vanderbilt University Real Estate		
Location		Group Priority
1110 19 th Ave. S/Lot # 227	Drive isle and sidewalks	2
1114 19 th Ave. S/Lot # 111 (Childcare)	Drive isle and sidewalks	1
1107 18 th Ave. S/Lot #140	Parking lot and rear entrance	2
1207 17 th Ave. S/Lots # 128 & 129	Drive isle, parking deck and sidewalks	2
1400 18 th Ave S (Sony) 1415 17 th Ave S Oasis Facility	Drive isle and sidewalks	2
118 29 th Ave S (Francis Roy)	Parking lot rear and sidewalks	2
1810 Edgehill Ave./Lot # 139	Drive isle and sidewalks	1
1817 Patterson St.	Drive isle and sidewalk entrance	2
2147 Belcourt Ave./Lot # 118	Drive isle and sidewalks	2
2007 Terrace Place/Lot # 12F	Rear parking lot, drive isle and sidewalk	2
2016 Terrace Place/Garage – 12B	Two Garage entrances and top Deck	2
Center Building – 2014 Broadway/Lots # 206A & 206B	Top Deck and drive isle	2
Village At Vanderbilt/Garage – 7B	Parking deck and sidewalks	1

TAB 4

**Snow and Ice Removal Plan
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The Parke Company - Supplemental Snow Removal Services Areas of Responsibility

GROUP 1 – MAINTENANCE ZONE 3		
BUILDING/LOCATION	ADDRESS	PRIORITY
Cole		2
Tolman		2
McGill		2
CT East		2
Westside Row		2
GROUP 2 – MAINTENANCE ZONE 3		
Greek Row Areas		2
GROUP 3 – MAINTENANCE ZONE 5		
Memorial Gym**		3 (**Priority 1 during game)
Police Building		3
VUPS Training Building		3
VUPS Headquarters		3
Music Rehearsal		3
25 th Ave Garage Top Deck		3

**TAB 5
Vanderbilt University Medical Center Facilities Management Contacts and Area Responsibilities**

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Vanderbilt University – Plant Operations

Vanderbilt University Hospital	Contact: David Richardson (615-322-6963)
	Contact: Nic Holzmer (615-343-8328)
Area	Description
Entrances/Exits	Clear area 20 feet from building
2nd Floor Plaza	Clear a walking path from the main side entrance to MCN main entrance
Sidewalks	Clear sidewalks 20 feet from building
Emergency Room	Clear front drive and sidewalk 20 feet from entrance
Helipad	

Medical Arts Building	Contact: David Richardson (615-322-6963)
	Contact: Nic Holzmer (615-343-8328)
Area	Description
Entrances/Exits	Clear area 20 feet from building
Sidewalks	Clear sidewalks 20 feet from building

Oxford House	Contact: David Richardson (615-322-6963)
	Contact: Nic Holzmer (615-343-8328)
Area	Description
Entrances/Exits	Clear area 20 feet from building
Sidewalks	Clear sidewalks 20 feet from building

Dayani Center	Contact: David Richardson (615-322-6963)
	Contact: Nic Holzmer (615-343-8328)
Area	Description
Entrances/Exits	Clear area 20 feet from building
Sidewalks	Clear sidewalks 20 feet from building

Vanderbilt Children's Hospital	Contact: David Richardson (615-322-6963)
	Contact: Nic Holzmer (615-343-8328)
Area	Description
Entrances/Exits	Clear area 20 feet from building
Sidewalks	Clear sidewalks 20 feet from building
Emergency Room	Clear front drive and sidewalk 20 feet from entrance
Helipad	

The Vanderbilt Clinic	Contacts: David Richardson (615-322-6963)/Nic Holzmer(615-343-8328)
Area	Description
Entrances/Exits	Clear area 20 feet from building

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Sidewalks	Clear sidewalks 20 feet from building
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Medical Center North	Contacts: David Richardson (615-322-6963)/Nic Holzmer(615-343-8328)
<i>Area</i>	<i>Description</i>
Entrances/Exits	Clear area 20 feet from building
Sidewalks	Clear sidewalks 20 feet from building

Preston Research Building	Contacts: David Richardson (615-322-6963)/Nic Holzmer(615-343-8328)
<i>Area</i>	<i>Description</i>
Entrances/Exits	Clear area 20 feet from building
Sidewalks	Clear sidewalks 20 feet from building

East Garage	Contact: Jason Bucher(615-936-2125) Facilities Management
<i>Area</i>	<i>Description</i>
Entrances/Exits	Clear all vehicle entrances and exits to the garage
Internal ramps and drive aisles	Clear all internal ramps and drive aisles
Stairwells	Clear all internal stairwells and landings
Roof Top	Close roof top and contact Facility Management if roof tops are impassable.

Central Garage	Contact: Jason Bucher(615-936-2125) Facilities Management
<i>Area</i>	<i>Description</i>
Entrances/Exits	Clear all vehicle entrances and exits to the garage
Internal ramps and drive aisles	Clear all internal ramps and drive aisles
Stairwells	Clear all internal stairwells and landings
Roof Top	Close roof top and contact Facility Management if roof tops are impassable.
Elevator Lobbies	Clear all internal elevator lobbies.
Dixie Place	Clear walkway from Central Garage to East Garage.

South Garage	Contact: Jason Bucher(615-936-2125) Facilities Management
<i>Area</i>	<i>Description</i>
Entrances/Exits	Clear all vehicle entrances and exits to the garage
Internal ramps and drive aisles	Clear all internal ramps and drive aisles
Stairwells	Clear all internal stairwells and landings
Roof Top	Close roof top and contact Facility Management if roof tops are impassable.
Elevator Lobbies	Clear all internal elevator lobbies.

Shuttle Warehouse	Contacts: David Richardson (615-322-6963)/Nic Holzmer(615-343-8328)
<i>Area</i>	<i>Description</i>
Drive way	Clear drive way for vehicles to enter and exit lot and warehouse.
Gas pump	Clear drive way for vehicles to access gas pumps.

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Garage Roof Tops	Contacts: David Richardson (615-322-6963)/Nic Holzmer(615-343-8328)
<i>Area</i>	<i>Description</i>
Ramps and drive aisles	Clear ramps and drive aisles on the roof tops of East, Central, and South Garages.

Dixie Place	Contacts: David Richardson (615-322-6963)/Nic Holzmer(615-343-8328)
<i>Area</i>	<i>Description</i>
Area from booth to stop light	Clear area
Sidewalks	Clear sidewalks 20 feet from building

Drive Lanes	Contacts: David Richardson (615-322-6963)/Nic Holzmer(615-343-8328)
<i>Area</i>	<i>Description</i>
Drive Lanes in front of medical facilities.	Clear drive lanes at MAB, Main, PRB, VEI, and Dayani.

Drive ways off of 21st Avenue	Contacts: David Richardson (615-322-6963)/Nic Holzmer(615-343-8328)
<i>Area</i>	<i>Description</i>
MAB, Level 1 East Garage, and Dixie Place	Clear entrances to facilities from 21st Avenue.

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Building Services
2nd / 3rd Shift Buildings

<u>2nd shift</u>	<u>2nd shift</u>	<u>2nd shift</u>	<u>3rd shift</u>
NMR	Divinity	1202 18 th Ave S.	Calhoun Hall
S/C Chemistry	Furman Hall	English Language Center	Featheringill-Jacobs Hall
S/C Lecture	Garland Hall	Bishop J J Center	Music Rehearsal
S/C Math	One Magnolia Circle	Bryan Building	Rand Hall
S/C Molecular Biology	Schulman Center	Cohen Memorial	Sarratt
S/C Science & Engineering	Wilson Hall	Hill Center	Studio Arts
Women's Center	MRB III	Law School	Blair
Center for Student Well	Learned Lab	Olin Hall	McGugin
Being (Res 7)	Eskind Library	ESB	Vanderbilt Recreation
	Student Life Center	EBI Dining	and Wellness Center
	Frist		Kissam Center
	Godchaux		The Commons Center
	Nursing Addition		OGSM
			Alumni Hall
			Kissam Center
			Tennis Center
			Memorial Gym
			Baseball Fieldhouse

TAB 7