

AURORA PUBLIC SCHOOLS

Maintenance and Operations

Snow and Ice Control Plan

2017-2018



Snow and Ice Control Plan

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Emergency Contact List

Contractors

Straight Line - 720-936-9505

Arrow J. Landscape - 303-289-4388

Wagner Equipment Company - 303 -739-3344

Loader Rental – APS Tax ID 98-02610

County and State

Adams County Maintenance - 303-287-5249 Regular Hours

Arapahoe County Maintenance - 303-770-5016

After Hours number - 303-795-4711

Colorado Dept. of Highways Maintenance - 303-757-9514

District

ESC # 4 - 303-344-8060

Custodial Operations

Bob Ropkin (Custodial Supervisor) Ext. 28680

Scott Repair (Area Coordinator) Ext. 28684

Tammy Mael (Area Coordinator) Ext. 28688

Michael Ward (Coordinator/Trainer) Ext. 26891

Maintenance and Operations

Nathan Elliott (Exterior Operations Supervisor) Ext. 28646

Neil Austin (Direct Support Coordinator) Ext. 28663

Luis Arroyo (Direct Support Coordinator) Ext. 28624

Craig Wright (Energy & Building Optimization) Ext. 28644

Bo Bacon (Director, Maintenance & Operations) Ext. 28642

Mark Van Cleave (Direct Support Coordinator) Ext. 28641

Robert McLean (Supervisor) Ext. 28669

Security

Aurora Public Schools - after hours – 303-367-3060 (Channel 3)

Transportation

Main office – 303-326-1986

Shawn Smith (Director) Ext. 28816

Peter Hallez (Supervisor) Ext. 28830

Omar Espinal (Fleet Manager) Ext. 28829

Emergency

Aurora Fire Department – 303-341-7552 or 911

Aurora Police Department – 303-365-2844 or 911

Colorado State Patrol – 303-239-4501

Road Closure Line – 303-639-1111

Hospitals

Health ONE

1444 S. Potomac St., Suite 200, Aurora, CO 80012

303-214-0000

7:00 am – 5:00 pm, Monday – Friday

Rocky Mountain Occupation Center

13650 E. Mississippi Avenue, Suite 120, Aurora, CO, 80012

Urgent Care 303-695-1338

7:00 am – 10:00 pm, Monday – Friday

Arbor Occupational Medicine

8200 E. Belleview, #428C, Greenwood Village, CO 80011

The Children's Hospital

13123 East 16th Avenue, Aurora, CO 80011

720-888-1234

The Medical Center of Aurora

1501 S. Potomac Street, Aurora, CO 80012

303-695-2600

The University Hospital of Aurora

12605 East 16th Avenue, Aurora, CO 80011

720-848-0000

Utilities

Xcel Power Outages and Gas Leaks – 1-800-895-1999

Qwest Emergency – 1-800-954-1211

Aurora Utilities/Sewer Emergencies – 303-739-6772

City of Aurora – Water – 303-739-7388

RTD - 303.299.6000 or 1-800-366RIDE (7433)

Waste Management - 303-914-1400

Weather Information

Aurora Snow Emergency Information Line – 303-326-8200

Weather Bureau – 303-639-1212 or 303-337-2500

Introduction

This snow and ice control plan provides the needed guide for a planned and orderly winter maintenance operation. The primary reason for detailing procedures within this plan is to provide assistance and information in a form readily available and adaptable for winter operations. It is recognized that a preplanned, orderly approach can help reduce hurried decisions related to snow removal operations.

The City of Aurora averages approximately sixty (60) inches of snowfall annually. Because it would require extremely high equipment and labor cost, we cannot economically justify removing all accumulations of snowfall from all parking lots and sidewalks. This planning process is made considerably more difficult due to the variable conditions encountered during each storm. Such variables as the rate and accumulation of snowfall, moisture content, temperature, time of day or night, wind direction, velocity and duration, are all factors that interact to create a unique aspect for each storm with the result that no two storms are identical.

Our goal is to make all parking lots, play pads and sidewalks safe and accessible for use during and after a storm. We will attempt to have all parking lots and sidewalks to bare pavement within eight (8) hours of the end of a snowfall during the week; all play pads will be to bare pavement within 24 hours of the end of a snowfall. Whenever possible, we will attempt to have all snow removal completed prior to 7:00 am, and at no time will equipment be in operation when children are present. Depending on the severity of the storm, as few as two (2) people, to as many as forty five (45) people, can be made available for winter operations.

In an effort to maximize the use of equipment and personnel, the Maintenance and Operations team members are prepared to shift from normal work procedures any time it becomes necessary to initiate snow and ice control operations. Prior to the snow and ice control season, the Exterior Operations Supervisor will establish specific snow routes and guidelines.

This procedure may be affected in total or in part, as a result of acts of nature, equipment breakdowns, weather conditions, inadequacy of equipment, shortage of personnel, and any other unforeseen, uncontrolled or unanticipated acts.

Customer Service

The Maintenance and Operations snow removal team is committed to providing safe access to District sites. Every effort will be made to provide access that is reasonably clear of snow and ice. To meet the needs of our customers, we will evaluate and update the snow and ice control plan every September. This process will include an evaluation of equipment readiness, establishing routes, and personnel assignments to provide a uniform level of service.

Questions/Concerns

Nathan Elliott: 720-271-2921

Nate is the Exterior Operations Supervisor and is responsible for the entire operation. He will oversee all operations.

Kyler Neumann: 720-271-1022

Ron Gries: 303-437-9834

Fred Hesser: 303-257-3203

Corey Emecheta: 720-697-9624

Kyler, Ron, and Fred, and Corey are the Exterior Operations contacts and are responsible for calling crews, assisting in assignments, and ensuring material and equipment are available.

Work Order Desk/Dispatch: 303-367-3000 ext. 28600

Please report all problems including the need for snow blower/tractor gas or repairs, sanding, icy areas, and additional snow removal needed.

APS Security: 303-367-3060

For all snow and ice related issues after normal Maintenance and Operations work hours.

Radio Usage:

We encourage all snow removal staff if you are delayed or running behind to notify the contact for your area so that we can shift resources to cover your assigned area. Everyone needs to call in when they have completed their current site and are moving to their next site. Please restrict your radio usage to necessary snow related information due to our radio limitations.

General Procedures

A key element in implementing an efficient snow and ice control program is receiving timely weather information. Accurate weather forecasting is imperative in deciding which operational procedure will be followed. When the National Weather Service issues a snow alert, snow removal crews will be given notice of possible recall, and the Exterior Operations Supervisor or his designee will make the decision for what process will be used for mobilization of manpower and equipment. When an overnight storm warning is forecast, the Supervisor or contact person will monitor snowfall conditions. This operation may be initiated in advance depending upon the estimated start time or intensity of the storm. The Supervisor or area contact person will then notify the Fleet Maintenance Manager and Custodial Supervisor, as to the starting time and type of procedure recommended. The Supervisors and Fleet Maintenance Manager are responsible for notifying their assigned snow removal team members when to report to work.

If a storm warning is received prior to the end of a normal work day, snow removal team members will be notified by e-mail, phone or radio of possible recall status if conditions warrant. If a warning is received after the normal workday, and accumulation is expected overnight, the supervisor or area contact will continue to monitor conditions. The supervisor or area contact person will utilize whatever appropriate manpower is necessary for impending storms.

Operation Levels

When the National Weather Service forecasts a snowstorm, a decision will be made to implement one (1) of four (3) different operations. Each operation varies in the amount of service performed and the manpower and equipment necessary to perform it. A general overview of each operation is described below. The operations within this control plan are intended as general guidelines. The supervisor or area contact person will make the appropriate adjustment to the plan based on specific Plan based on specific weather forecasts, road and traffic conditions.

All Operation Levels

Custodial Operations is responsible for all snow removal in doorways, entrances, stairwells, and sidewalks where vehicles cannot accomplish snow removal.

School Day Snowfall

When snow falls during the school day M&O staff will maintain bus loops, 8' sidewalks and parking lots as weather and traffic allow. For safety reasons and due to before school activities and early arrivals, **play pads will not be plowed within one hour of school start times or during the school day.** Based on accumulation totals, one of the following 3 operation levels will be instituted the following morning in order to complete the snow removal effort.

Operation 1

The District snow removal operation will be broken down into three (3) areas with an area contact person assigned to assist with monitoring each team. These positions will be monitoring and assisting their team members with completing their assignments, as well as plowing their assigned sites.

This operation is normally used whenever there is a minor accumulation of snow forecasted after normal working hours. The supervisor or area contact person will monitor snowfall to determine resource needs. Should the forecasted snow begin to fall, sanding or Operation 1 team members will be called as needed. All city sidewalks, bus and fire lanes, and walk-ways that are wide enough to accommodate the trucks will be plowed at this time. Parking lots and play pads will not be done, anticipating that melting will occur within 24 hours. Should the storm fail to materialize during the forecasted time frame and the weather conditions require sanding/de-icing only, then that will take place beginning at 4:00 am, with a completion goal of six (6) hours. This operation will be implemented only when a light dusting, to one (1) inch of snow, is expected and the temperature is rising.

Operation 2

This operation will take effect when snowfall has ended and total accumulation is 2"-4". For example, snow falls on Sunday and ends with no further accumulations expected. Operation 2 personnel will be called in to clear bus loops, parking lots, perimeter 8' sidewalks and play pads if time allows. Play pads not completed during the initial operation will be cleared the following morning before the school day commences. If snowfall continues and/or the total accumulation is forecasted to be greater than 4", Operation 3 will take effect.

*****Note about de-icing products:**

Ice melt products should only be used after the snow is removed. It is not intended as a snow melting product and it is cost prohibitive to use in this manner. Only the district provided and approved ice melt product shall be used on walks to minimize damage to concrete and landscape areas. Also, improperly distributed ice melt can actually cause the same type of slip and falls it is intended to prevent. Please apply sparingly as needed only to promote safety. The bulk ice melt product supplied for hill areas shall only be used on asphalt areas. It will cause significant damage to concrete, as well as landscaped areas.

Operation 3

Operation 3 and will go into effect when the snowfall accumulations and/or forecasts exceed four (4) inches and will trigger a full call-out of personnel and equipment. If the storm warning is received during the normal work hours, and there is already an accumulation of snow, all snow removal team members will be notified of possible recall before the end of their normal work shift. They will return to work at a time to be determined by the Supervisor or their area contact. Parking lots, bus loops, walk-ways and city sidewalks will be tended to at this time. Accumulation levels during operation 3 may require a reduction in services based on priority. Play pads and overly large unused parking areas will be the first areas vacated so that resources can be channeled properly. Parking lots and play pads not completed during the initial operation will be cleared the following morning before the school day commences

Fleet Maintenance personnel will report in as needs dictate. A fleet mechanic will on a rotating call list, and will be called in at the Supervisors discretion. Around 4:00 am, Custodial Operations will begin the delivery of snow blowers to sites that do not have one. These will be placed either inside the front door or near the nearest entrance to the main parking lot (please see the attachment for site locations). Custodial Operations will pick up the snow blowers at their discretion. Should the storm fail to materialize before 11:00 pm, the supervisor or area contact person will monitor the weather reports and determine which course of action will be taken.

Operation 1, 2, and 3, will require the flexing of custodial schedules to accommodate assisting with the walk areas and de-icing operations.

Departure from Procedure

We must recognize that there may be unusual or unexpected conditions that a departure from these procedures should be authorized. Therefore, when conditions warrant the Supervisor, in consultation with the Director of Maintenance and Operations, may order a departure from these procedures when, in their opinion, conditions require such action.

Plow and Equipment Operator's Responsibilities

Plow and equipment operators are accountable for the proper operation of their assigned vehicle(s) and equipment. Responsibilities include pre and post trip checks of vehicles(s) and equipment. At a minimum, the following must be checked: hydraulic hoses, all fluid levels, lights, fasteners, wipers, and tire pressure. This is the operator's responsibility and must be done prior to and after each shift.

In addition, the operator is responsible to "plow up" their assigned vehicles prior to a storm, to insure the readiness and correct performance of all equipment. The refueling of vehicles and equipment (i.e. sander, gators, et cetera) must be done by the operator prior to the storm and again at the completion of the current shift. All vehicles will be checked after the routes are completed in the Exterior Operations shop by the entire team and including each operator. Deficiencies will be noted to Fleet Maintenance to allow for repair of any issues prior to the start of the next shift. Participation is mandatory in these post trip checks. After all vehicles have been checked maintenance personnel will be released to their regular duty assignments.

Employee Responsibilities

Due to limited personnel, it is imperative that employees be available for emergency snow and ice operations between November 1 and April 15. All employees must notify their coordinator or supervisor for prior approval of vacation so that Exterior Operations can plan for their absence and find a temporary replacement. During snow and ice operations, no deductions are made for meal breaks.

Towing of Non-District Owned Vehicles

Under no circumstances shall a District snow removal team member be allowed to use a District vehicle to push, pull, or tow, a stranded vehicle from a roadway or a parking lot. To assist, the team member should use the radio to call the District dispatcher to ask for a towing company or to notify them of a hazardous condition.

Use of District Vehicles to Remove Snow and Ice on Private Property

Under no circumstances shall District vehicles be used to perform any snow or ice removal on a private or commercial property.

Snow Removal Objectives and Priorities

When school is not in session, the following will have priority, due to year-round operation. (This time frame is mainly over the fall, winter, and spring breaks.)

Day Care Sites – listed below

ESC #1, 2, 3 and PLCC – 15701 East 1st Avenue – 303-795-2582 or 303- 340-0510

ESC #4 – 1085 Peoria Street – 303-344-8060

Facilities – 1369 Airport Blvd., - 303-367-3000

Information Technology Center – 82 Airport Blvd. – 303-344-4100

Pickens Tech College – 500 Airport Blvd. – 303-344-4910

Transportation – 90 Airport Blvd. – 303-326-1987

Warehouse – 80 Airport Blvd. – 303-326-1987

SCHOOL NAME	DAY CARE SITES- COMMENTS	HEAD CUSTODIAN
Arkansas	Not on site during breaks	Darren Mantooth
Century	Kids Adventure before/after On site during breaks.	Myrna Alcala
Clyde Miller	Not on site during breaks	Jesus Espinosa
Dalton	On site during breaks.	Maria Saldana
Dartmouth	On site during breaks.	Rhonda Greiner
Elkhart	YMCA before and after; not during breaks	
Iowa	YMCA before and after; not during breaks	Leobardo Caloca
Jewell	Yes, not during breaks.	Steve J. Nanda
Tollgate	Yes, Not on site during breaks	Lori Carlstrom
Side Creek	On site during breaks.	Laura Huxley
Sixth Avenue	Yes, Kid's Adventure - not on site during breaks.	Montel Arrington
Vassar	On site during breaks.	Francesca Ortega
Virginia Court	Yes, YMCA before/after - not on site during breaks.	Henry L. Leggett
Wheeling	Yes, YMCA - not on site during breaks.	Jarrold McChesney
Yale	Yes, YMCA - not on site during breaks.	Steven J. Scheevel
Aurora Frontier	Kid's Adventure - On site during breaks.	Jesus Parra
Murphy Creek	On site during breaks.	Jose Aguilar-Ruiz
Quest K-8	On site during breaks.	Delfino Trujillo
Vista P-8	On site during breaks	Ken Sutton

Sanding Operations

SANDING BY PRIORITY ORDER	
2336 – James	2044 - Brett
Vista PEAK	Community Campus
Aurora Frontier	ESC # 1, 2, 3 and PLCC
Rangeview	Pickens
Vassar	Hinkley
Meadowood CDC	
Iowa	2284- Erasmo
Arkansas	ESC 4
Dalton	Central
Mrachek	West
2285- Gregg	Boston
Gateway	Paris
Wheeling	Lansing
Jewell	Clyde Miller
Century	Sable
Tollgate	

Reminder: All other areas will be sanded as needed and for those requests please call the Dispatch Desk at 303-367-3000 ext. 28600.

****Transportation personnel will sand these locations. Maintenance and Operations personnel will assist as needed.*

P-12 Bell Schedules 2016-2017 <http://aurorak12.org/schools/bell-schedules/>

Snow Removal Assignments

Operation 1

Radio #	Name	Vehicle #	Site Coverage
EX2	Fred Hesser	2320	Fletcher, Crawford, Boston
EX3	Kyler Neumann	2319	Mosley, Warehouse, IT
EX4	Ron Gries	2218	, South, Lyn Knoll,
EX5	Corey Emecheta	2213	Montview, Montview Annex, Altura
EX6	Taylor Law	2219	Dartmouth, Yale
EX7	Tony Sanchez	2286	Murphy Creek, Clyde Miller
EX8	Gregg Shelton	2285	Vista Peak
Elec 3	Chris Hillen	2176	Kenton, Fulton, Jamaica
EX10	Ron Williams	2205	Arkansas, Iowa
EX11	Patrick Jensen	2329	East, Elkhart, ESC 1,2,3, PLCC
EX12	Ryan Hutchison	2287	ESC4, Peoria, William Smith, Aurora Central, West
EX13	Landon Niblo	2155	Hinkley, Laredo, Laredo CDC
EX14	Israel Noguera	2335	Dalton, Vassar
EX15	Erasmio Salazar	2284	Wheeling, Aurora Hills , Virginia Court
EX16	James Wright	2326 2336	Meadowood, Vista Peak/Prep
EX24	Rob Sus	2211	Frontier, Side Creek
EX18	Steve Hardin	2206	Rangeview, Tollgate, Century
EX19	Brett Whetstone	2211 2044	Transportation, Mosley P8, Pickens, Crossroads, Quest
EX20	Brandon Velikaneye	2318	North, Paris, Vaughn
EX21	Brian Gupton	2327	Park Lane, Sable, Lansing, 6 th Ave
EX22	Haleigh Scott-Smith	2316	Mrachek, Columbia
EX23	Nick Niblo	2334	Mosley P8, Pickens

Snow Removal Assignments – continued

OPERATIONS 2&3

Radio #	Team A – NW Area	Vehicle #	Assigned Plow Sites
EX2	Fred Hesser – contact	2320	Aurora Central, Boston and Fletcher (check NW area)
M5	Ryan Wamsley	2317	Montview Elementary, Paris, North,
Elec3	Chris Hillen	2176	West, Kenton
M11	Josh Nelson	2328	ESC 4, Aurora Central, Peoria
EX12	Ryan Hutchinson	2287	Crawford, Fletcher , Fulton, Jamaica,
EX 25	Nick Niblo	2334	Bus Terminal, Sable, Park Lane
M10	Pavel Petkov	2226	Jamaica CDC, Paris, Montview Annex, North
M4	Doug Shrednik	2214	Wheeling, Virginia Court
EX15	Erasmus Salazar	2212 and 2284	Lansing, Vaughn, Area Sanding(2284)
EX24	Rob Sus	2211	Lyn Knoll, South, Sixth,
M20	Jeff Warriner	2306	Clyde Miller, Laredo, Altura,
Radio #	Team B – NW Area	Vehicle #	Assigned Plow Sites
EX3	Kyler Neumann – contact	2319	William Smith (Check NE Area)
M15	Craig Hall	2186	Hinkley ,Pickens
HT9	Bill Burkholder	2175	Transportation Admin, IT, Warehouse
WD1	Jeff Lassen	2236	Transportation, Pickens, Crossroads, Warehouse, backup for IT,
EX 21	Brian Gupton	2327	ESC 1, 2, 3, PLCC
EX18	Brett Whetstone	2044 Sander	Centre Tech loop, 2 nd Ave, Hinkley, SW Area Sanding
M7	Paul Katapodes	2323	East, Elkhart
M24	Mark Law	2180	Facilities, Laredo CDC, Orthodox Church
	Vacant		
HT3	Tom Rohlman	2181	Quest
EX13	Landon Niblo	2219	Hinkley,
EX22	Haleigh Scott-Smith	2316	Mosley, Crossroads

Snow Removal Assignments – continued

Radio #	Team C – South Area	Vehicle #	Assigned Plow Sites
EX4	Ron Gries – Contact	2218	Tollgate, Jewell, Meadowood
M9	Pat High	2207	Yale, Dartmouth, Frontier
M8	John Kuchenbrod	2313	Rangeview & Mrachek
M14	Dirck Kuchenbrod	2333	Rangeview & Mrachek
EX14	Israel Nogueta	2335	Gateway
M6	Tom Bartlett	2233	Gateway
EX8	Gregg Shelton	2285 Sander	Gateway Sander
EX20	Brandon Velikaneye	2318	Side Creek, Vassar, Frontier
M26	Robert Salinas	2187	Aurora Hills, Mrachek
EX11	Patrick Jensen	2329	Dalton, Columbia, Meadowood
EX10	Ron Williams	2338	Arkansas, Century, Iowa
Radio #	Team D – East Area	Vehicle #	Assigned Plow Sites
EX7	Tony Sanchez -	2286	Murphy Creek/Vista Peak (Both)
EX19	Steve Hardin	2173	Vista Peak H.S.
EX16	James Wright	2336 2326	Transportation, Mosley, Vista Peak Roads
EX6	Taylor Law	2174	Vista Peak H.S.
EX5	Corey Emecheta	2213	Vista Peak P8, Perimeter walks

DISTRICT-WIDE TEAM	
Ron Gries and team	District wide pre-storm de-icing, snow blower prep, sand delivery
Custodial Operations	Snow blower delivery
SPARE VEHICLES	
2183	From Pat High (Exhaust issue)
2204	Crew Cab Utility
2182	Crew Cab Utility
2153	F550 Dump bed
2155	F550 Dump bed
2206	For Ops 2 and 3 only (Steve Hardin's Crew Cab)
2093	Flatbed Sander

Snow Removal Teams

TEAM A – NORTHWEST AREA		TEAM C – SOUTHWEST AREA	
Fred Hesser - Contact		Ron Gries - Contact	
Nick Niblo	Aurora Central, Boston, CDC, Crawford, ESC 4, Fletcher, Fulton, Jamaica, Kenton, Lansing, Lyn Knoll, Park Lane, Montview, Montview Annex, North, Sable, South, Vaughn, West, Peoria, Sixth Avenue, Wheeling, and Virginia Court	Pat High	Arkansas, Century, Aurora Frontier, Aurora Hills, Columbia, Dalton, Dartmouth, Gateway, Iowa, Jewell, Meadowood CDC, Mrachek, Rangeview, Side Creek, Tollgate, Vassar, and Yale
Ryan Hutchison		John Kuchenbrod	
Pavel Petkov		Dirck Kuchenbrod	
James Ballenski		Patrick Jensen	
Josh Nelson		Israel Nogueta	
Ryan Wamsley		Tom Bartlett	
Jeff Warriner		Robert Salinas	
Doug Shrednik		Gregg Shelton	
Erasmio Salazar		Brandon Velikaneye	
		Ron Williams	
TEAM B – NORTH AREA		TEAM D – EASTERN AREA	
Kyler Neumann - Contact		Corey Emecheta - Contact	
	Altura, Clyde Miller, Crossroads, East, Elkhart, ESC 1, 2 & 3, Facilities, Hinkley, IT, Laredo Annex, Mosley-P8, Aurora Quest, Pickens, Transition Center, Transportation, and District Warehouse	Tony Sanchez	Murphy Creek and Vista PEAK Area
		Taylor Law	
Craig Hall		Steve Hardin	
Mark Law		James Wright	
Paul Katopodes			
Brian Gupton		TEAM E – DISTRICT WIDE CUSTODIAL	
Tom Rohlman			Bob Ropkin
Jeff Lassen			Gail Bengtson
Haleigh Scott-Smith			Scott Repair
Landon Niblo			Tammy Mael
Brett Whetstone		Mike Ward	