

SNOW & ICE REMOVAL CHECKLIST

- Maintenance committee has coordinated volunteers who are physically fit to perform snow/ice removal duties. Are volunteers are instructed on proper snow/ice removal techniques?
- If a snow/ice removal contractor has been hired, is someone appointed to call for services as arranged? Is there a backup person if needed?
- Shovels & supplies are visible for volunteers and available for use. Are shovels in good condition and is there enough salt/sand or ice melt to do the job completely?
- Check the weather forecast –are freeze/thaw conditions or snowfall expected?
- Clear Snow &/or ice on walkways, footpaths, stairs, ramps or other common foot traffic areas and complete maintenance log. Ice melting products should be applied in accordance with manufacturer’s recommendations. (Check local bylaws for sidewalk & parking lot clearing requirements and comply as required)
- Inspect the premises to ensure clearing of ice/snow or other necessary maintenance is done before scheduled groups or guests arrive (ie. Church Services, Weddings, funerals, concerts, community activities etc)
- Inspect railings, stairs, ramps and other foot traffic areas to ensure they are in good condition - deficiencies should be immediately scheduled for maintenance
- Inspect sidewalk blocks or concrete/asphalt surfaces to ensure there are no tripping hazards or profile differences of more than 1/8” - deficiencies should be immediately scheduled for maintenance
- Apply additional salt/sand or ice melt to shady areas or spots where ice is likely to form such as near snow piles, tree canopies, downspouts where a footpath is nearby, building overhangs, parking lot areas that may be prone to ice buildup etc.
- Are downspouts or water collection containers positioned away from footpaths? Eaves Trough should be inspected & cleaned regularly to ensure they will not overflow in melting conditions and are properly fitted to the building to avoid dripping
- Do Metal roofs systems have ice barriers to reduce snow load sliding?
- Complete incident report forms in all cases where a slip, trip or fall have been reported. Keep completed form in a central location with your Administrator.**