



Snow Removal Policy for Resident Students

Date Established: 01/25/11

Date Last Revised: 10/24/11

Responsible Executive: Physical Plant Director

Background

During the winter months, the parking lots, roadways, and walkways on the Saint John's campus are cleared on an as needed basis by the Grounds crew. Snow removal may be necessary during working hours, after hours, or on weekends. It is, therefore, essential that students be mindful of the snow removal policy and the penalties if the policy is not followed.

Policy for Emergency Snow Removal in Non-Student Parking Lots

1. When a substantial snowfall occurs (typically 2" or more), snow removal in employees/guest lots (as listed below) may begin anytime between 3:30 am and 5:00 am.
 - a. Fire Hall Lot
 - b. Power House Lot/Coal Wall
 - c. Mary Hall Lot
 - d. Church Lot/Church Loop
 - e. Commuter Parking
 - f. Prep School Street
 - g. Science Lot 1
 - h. Liturgical Press
 - i. Palaestra Lot – Reserved Section
2. One parking lot, typically the north Flyntown lot, will be cleared of snow so that vehicles from other lots can be moved there on a temporary basis.
3. **All remaining vehicles remaining in the above lots after reasonable contact with the owner has been attempted (email and phone call if a number is on file with Life Safety), will be towed to the cleared lot at the Owner's expense.**
4. When a major weekend snow event is expected, Life Safety will send a campus wide email on Friday afternoon asking that students and their guests park in designated student parking lots to avoid risk of being towed. Life Safety, the Grounds Department, and Residential Life will collaborate on an as needed basis to determine when these emails will be sent.

Policy for Snow Removal in Student Lots

1. Following snow events, the Grounds crew will focus on parking lot entrances and aisles in student lots.
2. Student lots typically require temporary closure of the lot to clear snow, and the Grounds department will work with Life Safety to make arrangements for parking lot closures on an as needed basis.
3. Notifications will be sent to students and faculty/staff via email at least 24 hours in advance of plowing so that they may make appropriate arrangements to move vehicles to other lots. **Any vehicles left in the lot past the designated time will be ticketed and/or towed at the Owner's expense (at the discretion of Life Safety and Grounds).**
4. During extended breaks (Christmas, Spring Break, etc.), a certain lot will be designated for students who wish to leave their vehicles on campus over break and/or who will remain on campus over break. These designated lots will be plowed minimally and will be cleared more

extensively when students return. **Any vehicles parked outside these designated lots will be towed in the event of a snow emergency OR if cleaning of the parking lot is scheduled.**

Policy for Shoveling of Snow

All doors and walkways must be free of snow for emergency exit/emergency response.

Enforcement of this policy for dorms is the responsibility of Residential Life. (Grounds crew will remove snow in driveways and on major walkways.)

1. Shoveling in the following areas will be the responsibility of the Grounds Crew:
 - Exterior stairways
 - Small walkways where a machine is unable to reach
 - All fire exits
 - All landings that are entrances to buildings
 - All handicap ramps
 - All steps leading to mechanical rooms or basement egresses
 - Around wayfinding signs as needed (i.e. Admissions signage outside Great Hall)
2. Shoveling on smaller walkways and doorways in the following areas will be the responsibility of building residents:
 - Edelbrock House
 - Hueschle House
 - Marmion House
 - Thole House
 - Gagliardi House
 - Vincent Court Apartments
 - Seton Apartment
 - Placid/Maur
3. The Grounds crew will notify the Assistant Director of Housing of any residents who are repeatedly non-compliant. Residential Life will be responsible for follow up and enforcement of the policy.