

# BE PREPARED, BE EFFECTIVE

## Winter Preparation Check List (September)

### Remember Early Buys

1. Meet with TEAM in Sept. **Review**/Revise Snow Policy
2. Inspect Equip. (*Blowers, Shovels, Spreaders, Plows*)
3. Maintain / Replace Equipment in FALL (Early Buy)
4. Check Ice Melt Supply – Replenish (Early Buy)
5. Get Snow Contract Arrangements Established.

## Winter Procedure Check List

### **BE READY, EFFECTIVE, & EFFICIENT**

1. Monitor Weather Daily & Weekly Outlook
2. Remove Snow from Key Areas **Before** Snow Plow
  - Dumpster Areas • Parking Garage Edges • Certain Curbs, ...  
(Get the Most from Your Snow Plow)
3. Check & Maintain Equipment & **Salt, After** Each Use
  - Empty & Rinse Spreaders
4. Inspect Snow Removal Work, Treat as Needed
5. Inspect for & Treat Black Ice Areas
6. **Log All Events Accurately**