

St. Elizabeth Ann Seton Snow Removal Guidelines

Values & Standards of St. Elizabeth Ann Seton's Ministers

Values:

- Value 1 – We are one team with one purpose.
- Value 2 – We express our love for Jesus Christ through service.
- Value 3 – We create an irresistible environment.

Standards:

- Standard 1 – Show Up, fulfill your role on the team!
- Standard 2 – Be joyful!
- Standard 3 – Be prepared!
- Standard 4 – Be a minister and worship!

Safety: Good safety promotes conservation of property and protects the investment we've all made in purchasing our equipment.

1. Winter Maintenance Logs: For insurance purposes these **MUST** be filled out each time you scoop, clear, use salt/sand, etc. The logs are located in Fr. Marks garage, the storage garage, and also in the coatroom across from the church office. If you clear at Fr. Mark's, please fill it out at the Rectory. If you clear on the church property, it may be easiest to fill out the log that is inside the church in the coatroom, but you can fill it out either in the coat room or the garage.
To access the logs (and equipment):
 - a. Fr. Mark's garage code 57011 (both doors)
 - b. Church doors by office 138
 - c. Garage on church property 385
2. Fuel Logs: located in the Garage on the NW corner of the property
 - a. If you fuel any equipment, please take a moment to fill out the fuel logs (best guess) and let Kelli (kdevries@seasp.org) know if the gas cans are empty so they can be refilled in a timely fashion. You may also call the office at 319-393-3778.
3. What to remove or treat:
 - a. Snow 1 inch or more – for certain!
 - b. Snow less than one inch that:
 - Won't be completely melted by the start of Mass or a major event
 - Will cause sidewalks and other areas to become slippery
 - c. Sleet, hail, and/or rain that has turned to ice on the sidewalks
 - d. Pre-treat walkways with salt/sand mix prior to ice storms as a preventative measure
4. When to remove or treat:
 - a. In enough time to have it cleared 1 hour before mass or other event
 - b. In the event of a continuous falling snow, try to have a reasonable walking area cleared just prior to persons arriving for Masses or major events
 - c. Within a reasonable time after the continuous snow has ended
 - d. When snow is melting or drifting and weather reports indicate that *colder* weather is coming, attempt to remove snow in a manner that prevents melting and drifting issues on walkways that may continue to require attention
 - e. When ice sheets have formed and turned to slush, remove to prevent re-freezing, or re-treat the area with sand/salt if removal isn't possible

- f. Lay down a sand/salt mixture after snow removal whenever there is a possibility of a slick surface reforming
5. How to remove or treat: Whenever possible, remove snow in a manner that will alleviate issues like drifting or melting that could create slick spots on walkways.
 - a. Equipment available to you
 - John Deere tractor with snow blower attached
 - Tip: If using the John Deere tractor on the perimeter, when time permits and as a last priority, try to make a couple pass with the Ariens snow blower to remove the last inch of snow
 - Walk-behind snow blower (two-stage)
 - Push behind snow blower (single stage-two stroke)
 - Choice of shovels available
 - Ice chippers
 - Push brooms
 - Leaf blower
 - b. After snow removal and with sleet, rain or drizzle:
 - Salt and sand spreader and bin of mix is located in coat closet across from office in Seton Hall
 - Mix as close to 50-50 salt and playground/cement mix sand if needed, extra sand located in Garage on NW corner of property
 - Scrape clean with hand shovels whenever possible
6. Where to remove
 - a. Sidewalks in and around the Church entrance
 - b. Sidewalks in and around Seton Hall entrance
 - c. Sidewalks leading north into Child Care Center from Lyndhurst Drive
 - d. Sidewalks around the bell tower
 - e. Sidewalk from Rectory north entrance leading north to Lyndhurst Drive
 - f. Sidewalks and approaches leading from handicapped spaces on southwest corner of the parking lot
 - g. Remainder of rectory sidewalks and driveways
 - h. All emergency exit doors enough to allow doors to open and reasonable walking area away from building (full sidewalk clearance if team and time allows)
 - Around sanctuary emergency exit doors
 - Basement ramp and stairs exits to the south side of basement social area
 - Three exit doors on south end of Seton Hall and a path down the steps near the railing (full clearance if team and time allows)
 - Seton Hall kitchen door to outside –Southwest
 - Window walk exit doors to West and East sides of window walk
 - i. Sidewalks around the perimeter on three sides: Lyndhurst, 15th Avenue, Litchfield
 - We are responsible for 20 feet past our parking lot on the east side (don't leave piles of snow at the end of the sidewalk that we cover, move it to grass areas)
 - 2 fire hydrants along Lyndhurst

- j. Remove what was left over in the circular drive that could become slippery.
- k. Circular Plaza walkways (if team and time allows) and leading to cross west of window walk
- l. Driveway to garage on NW corner of property

The attached aerial view indicates priority snow removal areas in red and if time permits areas in green.

