

THE HARFORD CENTER

Procedure: Snow/ice removal

Department: Facilities

Purpose: To ensure the safety of all the staff and participants at the Harford Center.

Process:

Snow Removal:

When inclement weather is in the forecast, all of the vehicles are moved to one side of the parking lot. After the storm is over, the Facilities Supervisor coordinates with the plow company, Bratton Contracting LLC. They plow and salt the clear area of the parking lot. When that is completed, all of the vehicles are moved to the plowed area of the lot, while they plow and salt the rest. If there is a very large amount of snow, Bratton Contracting LLC. brings in front end loaders and dump trucks to clear the lot.

Sidewalks:

After the lot is cleared and salted, the Facilities Supervisor shovels and spreads ice melt on all sidewalks and handicap ramps. At this point, the Facilities Supervisor contacts the Executive Director, to update her on the status of the lot and sidewalks and to help them make the decision to open on time, have a delayed opening or close for the day.

Opening/Closing:

This decision is based on several factors:

1. Safety of the parking lot and sidewalks at the Center (both locations)
2. Condition of the roads in Harford County
3. Prediction of future weather conditions

All decisions regarding the Center's opening/closing are made by 5:30am.

