

# **Tulsa Parks 2013-14 Snow Removal Plan**

## **Facilitators**

**Brian Pitts (918-519-6101)/Tim Thornton (918-519-8107)**

**Mike Perkins (918-261-9107)/Mark Linholm (918-770-3152)**

**Facilitators** will make a determination the day before an event to decide what time personnel are needed the following morning of an event. If the event happens after normal working hours it is the **Facilitators** responsibility to notify his crew when they are needed.

### **Snow removal procedures and equipment requirements:**

- Coordinators at centers need to make sure they have an adequate supply of Ice Melt at their Facility and 2 bags at each location they service for custodial staff.
- **Snow and ice removal work shall continue uninterrupted until all sites are accessible. Overtime shall be expended for longer work days and weekend work.**
- The general procedures to be followed by each group:  
**First Visit--**
  1. All work groups will make two visits to each site. On the first visit, primary sidewalks and stairs leading to the building entrance should be cleared and have an Ice Melter application.
  2. 12 to 15 parking spaces should be cleared directly in front of the center entrance.
  3. A minimum 25-foot wide driving path should be cleared from the parking lot entrance to the furthest cleared parking space (make sure the vehicles have enough space behind them to turn around and exit the parking lot).**Second Visit--**
  1. Clear all secondary sidewalks leading to and from the parking lot and apply Ice Foe.
  2. Clear snow on the remainder of the parking lot. Please be sure to pile snow on turf areas, if possible. If snow must be piled in the parking lot, make sure to pile it in the furthest lot corner, away from any parked vehicles.  
Note: If the grader is assigned to assist with your site, your responsibility for clearing the lot is not relieved until the grader operator informs you of such relief.
- In the event of extremely icy and dangerous morning driving conditions, resulting from an ice storm, Recreation Staff and Custodial personnel will be responsible for applying Ice Melter to stairs and walkways to and from Recreation Center entrances and parking lots. Ice Melter will also be applied to 12 to 15 primary parking spaces in front of the building and to the lot entrance. The Snow Removal plan will not be implemented.
- In the event of snowfall and Snow Removal Plan implementation, Recreation Staff and Custodial personnel will begin clearing primary sidewalks and stairs leading to and from the building. Snow removal personnel will take over operations upon their arrival. Custodial workers should follow up the days following a snow with snow and ice removal and additional applications of Ice Melter once clearing has been completed. Two 50-lb. bags of Ice Melter will be stored at each site. When stock is depleted contact Ray Conatzer or Clint Rymel for additional supplies.
- A front-end loader and approximately six people should be assigned to each area. Primary walkways leading to the recreation centers and parking area in front of all buildings should be cleared first in the order indicated on the schedule. Ice foe should be applied to walkways after clearing has been completed. Secondary walkways and the balance of parking lots should be cleared last.

- Should problems be evident with snow removal from any of these sites, Recreation personnel are asked to contact one of the *coordinators* for their site to report the problem. As a follow-up please send a description of the problem, when it was reported and to whom it was reported to Rob Williams by email. In the event of a previously scheduled event at a site, Recreation personnel are to contact one of the *coordinators* for their site, and inform them of the needed time of completion.
- If snow begins during the workday, a facilitator will observe the current conditions and advise coordinators when to begin operations.
- The facilitators will determine the necessity of overtime expenditure, and contact a coordinator, informing them of the sites that must be completed by the end of the workday.

**South & West—Horticulture/Forestry Group**

**Coordinators**

*Site Responsibilities*

Woodward Maintenance (worker access only)	Home	Mike Perkins 918-261-9701	Mark Linholm 918-770-3152
Garden Center (Newblock Crew)	Cellular	918-261-9701	918-770-3152
Central (Mohawk Sta. Crew)	Office	918-591-4239	918-596-2544

Woodward Park and remaining areas

**Northwest—Mohawk Station Group**

**Coordinators**

*Site Responsibilities*

Lacy	Home	Ray Conatzer 918-794-8221	Brian Pitts 918-519-6101
Chamberlain	Cellular	918-519-8722	918-519-6101
Mohawk Station	Office	918-591-4248	918-591-4239

**East—Turf (Garnett Station) Group**

**Coordinators**

*Site Responsibilities*

Henthorne		Donnie Snow	Clint Rymel
Hicks	Home	918-447-4444	918-698-4013
McClure	Cellular	918-637-4936	918-519-6104
Whiteside	Office	918-596-8172	918-596-8170
		Joe Vaughn 918-527-0142 918-596-8174	

Garnett Maintenance Shop

**West- (Facilities Maint.) Group**

**Coordinators**

*Site Responsibilities*

Newblock / WaterWorks	Home	David Johnson	Arvelester Rentie
	Cellular	918-636-3725	918-636-4295
Reed	Office		918-596-2559

The 1 TON Flatbeds with snow plows will be operated by the forestry crew and will be responsible for the following locations.

1. Mowhawk Drive from 36<sup>th</sup> street to Oxley Nature center.
2. Central Recreation Center
3. Reed Recreation Center
4. Newblock Park/ Water Works.

The Woodward crew will clear the Woodward drive and parking lots with the Backhoe stationed there.

The Garnett Crew will clear the Parking lots at the Recreation Centers they are assigned with the Backhoe.

The Mohawk Station crew will clear the parking lots at the Recreation Centers they are assigned with the Backhoe.