

Operations & Facilities Departments

Memo



CENTRAL VALLEY
SCHOOL DISTRICT

TO: All Building Principals and Custodial Staff

FROM: Mark Weis, Director of Facilities

SUBJECT: Cold Weather Building Preparations

It is once again that time of year to prepare for our cold weather months, and I would like to share some thoughts about cold weather and snow removal.

Snow Removal Equipment

If you have not checked all of your snow removal equipment for proper operation, please do so at this time. That would include your 4 wheeler, de-ice equipment, snow blowers, and check the condition of your shovels. In addition, please check your supply of de-ice. This needs to be ordered from the warehouse. If you have issues with any of your equipment not operating properly, submit a work order as soon as possible to assure it is ready for the time when it is needed. Not planning ahead only complicates our ability to respond quickly to weather events.

Cold Weather Preparation

When the weather forecast indicates the temperature is going to be 20 degrees or colder, we will work with each building to ensure the necessary adjustments are made to the heating system. If you are aware of any plumbing that is on outside walls, leave cabinet doors open and turn faucets on to prevent freezing. Head custodians, please ensure that any custodian filling in for you, in the event of an absence, is aware of these procedures.

Snow Removal

It is the schools responsibility to keep all sidewalks as clear as possible. This would include the removal of snow as well as **sensibly applying de-ice**. Please ensure you have walk off mats inside your building at all entrance doors.

As in years past, the district has contracted the plowing of our parking lots. The contractor will begin snow removal when the depth reaches 3 inches or greater. Please keep in mind that if heavy snow falls occur in early morning hours, e.g., 4:00 am, there is a good chance that all lots will not be cleared by the start of school. In addition, the district will be clearing hazardous/troublesome areas as we have in the past. This would include sloping parking lots and some of the food service loading docks. We will also be spraying liquid de-ice in parking lots when deemed appropriate. If you have what you feel is an emergency situation and need snow removal, please call the facilities office and we will correct the situation as soon as we can.

A final note, 4-wheelers are only to be used to remove snow from sidewalks and playground areas. DO NOT use them on parking lots. The exception to parking lots is clearing snow from handicap parking and crosswalks. Also, de-ice WILL NOT be used on playground areas.

If you have any questions, please contact the Facilities Department at 228-5481/2.