



MAINTENANCE COMMITTEE

- Determine who will handle snow and ice removal: maintenance staff, snow/ice removal contractor, volunteers
- Coordinate and brief volunteers if they will handle the task
- If hiring a third-party contractor, make sure the company is qualified, bonded, insured, and able to provide proof of insurance
- Appoint a person/persons to monitor weather forecast and conditions, and contact appropriate persons for further action: maintenance staff, volunteers, or third party contractor
- Post the Snow Removal Log in an easily accessible location
- Confirm completion of Snow Removal Log, and retain a copy for future reference
- Ask third party contractor to keep a Snow Removal Log and ensure a copy of their log is obtained for filing purposes
- Confirm local bylaws for sidewalk and parking lot clearing requirements
- Ensure that railings, stairs, ramps, and sidewalk blocks are in good condition without tripping hazards
- Arrange for repairs of any problems or deficiencies, or cordon off area appropriately
- Have eaves troughs inspected and cleaned regularly
- Have ice barriers installed on metal roof systems or electrical ice melting systems installed, if applicable
- Make sure that downspouts and other water collection containers are positioned away from footpaths

VOLUNTEERS

- Are physically fit to perform snow/ice removal duties
- Have been instructed on proper snow/ice removal techniques
- Know where supplies are kept – shovels, salt, sand, etc.
- Understand their duties, responsibilities, and limitations
- Have contact lists for maintenance committee members, volunteer backup counterparts, 3rd party contractors, and any emergency numbers
- Have been asked to record their work on the Snow Removal Log

TOOLS AND SUPPLIES

- Make sure there is an adequate supply of salt, sand and ice-melt
- Maintain shovels, snow-blowers, and other tools on a regular basis
- Keep all supplies well stocked, safely stored and easily accessible

PRIOR TO SPECIAL EVENTS/FUNCTIONS

- Inspect building to ensure snow/ice cleared
- Inspect footpaths, sidewalks, and parking lots

DURING SNOW OR ICE STORM

- Apply additional salt/sand or ice melt to areas prone to ice buildup: near snow piles, tree canopies, downspouts close to footpaths, building overhangs, parking lot areas, etc.
- Periodically review the exterior walkways, as well as inside entrances to ensure there is no undue snow/ice/ water build up, taking corrective actions as needed

IN THE EVENT OF...

- Complete an accident / incident report form when a slip, trip or fall has been reported
- Keep completed form with your administrator in a central and secure location

The above checklist is a sample only, intended to help with record keeping for snow and ice removal. There may be specific circumstances that affect a particular property and additional information may be needed in such instances. The checklist not intended to be an assessment of what is required for a specific property.

For more risk control information, please consult an Ecclesiastical Risk Control Specialist in your region or visit www.ecclesiastical.ca