

MEMORANDUM

DATE: November 8, 2017
TO: All Caretakers, All Principals, Vice Principals and Business Managers
FROM: Ray Armstrong, Manager of Facility Services
RE: Snow Removal Information

This is to confirm that snow is to be cleared to a minimum of 15 feet from **all entrances and fire exits** and to the sidewalk on the main entrance of each school. The Principal **may** request further clearing (from any on-site Facility Service employee) for safety reasons and/or handicap access.

It is imperative that **all Facility Services employee's (caretakers and grounds keepers)** remove snow when necessary, i.e. if a snowfall occurs during the day, those on duty would be expected to complete snow removal during the last hour of their shift.

Periodically, snow removal tasks or other factors may reduce time available for some lower priority cleaning items. The Principal should be advised when work is not completed so that proper explanation can be made to anyone with a concern or complaint.

Attached is a form that **must** be completed each time a staff member completes any snow removal, sanding, or ice chipping. The completed form is to be sent to Facility Services immediately.

We are providing two products for traction control:

1. A gravel/sand mixture (which we currently use) that comes in an 11 litre pail with a **black lid**. The pails are labelled with our Facility Services logo on the side. The gravel mixture is to be used as needed in all areas. This item should be ordered from Wim.
2. A new product called Eco-Traction comes in an 11 litre pail and will have a **green lid**. The pails are labelled with our Facility Services logo on the side. The Eco-Traction is to be used in icy areas that are around the school, and sidewalks leading up to the entranceways. This product is a traction control product, it does not melt ice. It absorbs moisture and then embeds itself into the ice for traction. This product breaks down over time and will not cause damage to the sidewalks or floors. You will also order this from Wim.

When the pails are empty they are to be returned to Wim, with the lids.

If you have any questions or concerns please feel free to contact Facility Services at 403-342-4421.

Ray Armstrong
Manager of Facility Services

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Attach.

cc: Kelsey Hycha, Acting Director of Facility Services
Della Ruston, Associate Superintendent, System Improvement