



University Safety Committee Minutes

Meeting Minutes Date: 05/28/2024

Time: 1100 to 1200 Teams

Chair: Chad Johnson

Members Present: Jen Waldo; Drew Ayers; Galow Chris; Sandra Murray,

Members Absent: Ava Rea,

Guest:

I. Call to Order:

- a. Introductions

II. Mandatory Agenda Items: (WAC 296-800-13020) - 30 Minutes

- a. Review Safety and Health Inspection Reports (**Chad Johnson/EHS**)
 - Consideration of Safety Hazard Trends and Corrections
- b. Evaluation of Accident Investigation Reports (**Chad Johnson/EHS**)
 - Determine if Cause(s) of Unsafe Conditions were Identified and Corrected
- c. Evaluation of Workplace Accident & Illness Prevention Program (**Chad Johnson/EHS**)
 - Discussion of Recommendations for Improvement, as needed

Narrative presented.

III. New Business; Washington State Agency/College Safety Survey

IV. Members comments: Chris Galow had several questions. Please see attached for responses

V Adjourn

Employee Incidents February 20 through May 23, 2024

Department	Narrative
Dining Services	I was cutting a Banana and the knife was on the wrong side when I put my hand down on the knife and slid my hand on the rigid part of the knife which cut me and I started bleeding. I put a band aid on and took care of the wound.
EH&S	Packed 2 pallets of used bulbs to include 5-4' fiber drums, numerous boxes and emptied the bulb shed of all bulbs. Emptied the broken bulbs into a drum for hazardous waste. Nothing was felt while I did the motions of packing the pallets. At about 1:30 felt a sharp pain in my lower right back side while breathing in. Steadily has gotten worse. Picked up hazardous waste from ISC, to include a 30 gal drum of liquid waste and 3- 4 L bottles of liquid waste. Continued to feel the pain when I breathe in or bend to the left.
Trucking Services	We were moving a large refrigerator from one room to another, in the Science Building. I was running the hand truck and I believe I over exerted myself. I pulled it down a long hallway and through a tight-fitting doorway and it is possible that I tweaked or strained something. While I didn't feel any pain while performing the work, my shoulders where quite sore later that same day. By evening, my right shoulder/collar bone area was very sore and when I pushed myself off the floor (at home), I felt a sharp pain run through my shoulder. I've felt that same sharp pain twice since. I've been able to do my normal work and daily duties of life. My range of motion and strength see fine. However, I am noticing that once in a while, when I really exert myself, I experience some pain. Anyway, just wanted to document this in case anything comes of it in the future.
Custodial Services	██████ was doing regular cleaning duties when he noticed something on the floor. It looked like a bead or something round. When he picked it up it poked him on the finger. He immediately called me and I instructed him to begin washing the effected area with soap and water for 15 minutes. The item that poked him was a strange small cap with a needle. I told Jeremy that in the morning he would need to go to the urgent care to begin the protocol for this injury.
Dining Services	While dumping old frying oil into the recycling bin, a gnat flew into my right eye. Causing my eye to become irritated and red
Custodial Services	Was wiping down the entry door glass and scraped my arm on the corner of the push bar, which removed a bit of skin which started to bleed. went and washed the scrape with warm water and soap afterward's.
Custodial Services	I was going in to clean men's restroom first floor and did not see small pile of whip cream on floor near sinks. I was focused on all the whip cream on wall, mirrors, and adjoining wall. I stepped in the cream and slipped a bit, twisted my knee slightly, caught myself at the sink and continued cleaning restroom. AS the day has progressed my knee is beginning to stiffen up a little.
Trucking Services	I went to step put of the work truck and my knee popped and began to hurt.
Dining Services	Avery thinks that she black out. When she came to, she stood up and then threw up
Dental Hygiene	I was removing a monitor from a monitor stand and did not realize that it had an upward force. When the monitor was freed, the stand arm came up unexpectedly and hit me in the chin.
Grounds Maintenance	I was helping ████████ take a pushing lawn mower out of the bed of the truck while lowering the mower to the ground I heard a "pop" from my right forearm and immediate pain.
Dining Services	I was demonstrating to a student how to dice an onion when the knife slipped and cut my thumb. I was teaching a student how to cut an onion.

Aquatics	During an aquatic rental for Team River Runners Kayak football tournament, a kayaker flipped their kayak and was not rolling back up, I went to climb down the lifeguard chair to check on the kayaker, missed the last step of the ladder and rolled my ankle and fell into the pool.
	The cat came up to me and Bit me it's tooth went in my hand and wrapped it's claws around my arm I yanked my hand and it swelled up and was bleeding. I had tried to clean it out on Friday and put anti biotics on it and keep it wrapped over the weekend and to get the swelling down. There is now puss in it and I will be going to see the doctor to get it looked at.
Custodial Services	Alicia was moving chairs around on the first floor of Sutton in order to vacuum the area. As she was moving chairs she felt a sharp pain in her lower back. Described to me as a "tweak".
Custodial Services	I was moving a sanitizer station and as I was moving it I lost my step and I fell into the post to the stairway at the bottom of the stairway and hit my head got barely a scratch but I am ok I was able to continue my work load.
Custodial Services	Vincent was in fire extinguisher training. When he grabbed the extinguisher to put the small fire out, he stepped up to the burn pit and shot the extinguisher at a close distance to the pit. The fire curled up around the CO2 and back at Vincent's head and face. His beard, eye brows and hair were significantly singed.
Early Head Start (3)	Employees worked in an area where active ozone was being used to clean and disinfect an area. They developed respiratory symptoms. The office was closed once they read the instructions left behind by the building owned with the equipment, The building owner never informed the tenant of the dangers of being in an active area being ozonated.
Trucking Services	I was helping moving a pallet I went to use a hand truck to help out Joe and it slipped and I feel back hitting my head and back on a metal cart behind me.
Facilities & Planning	MIDDLE FINGER OF LEFT WAS STRAINED WHILE ATTEMPTING TO MOVE A FILE CABINET.
Custodial Services	Walking toward women's bathroom to restock soap, I slipped while walking and hit my right hip on the bench. Hip is sore, but I managed to finish out the night.
Art	Alina was walking across the paved area between Art and RTV building when she tripped in a pothole in the paved surface of the courtyard. Her ankle was sprained.
Custodial Services	I was vacuuming with a chariot vacuum in the lower level of the library and when finished I went to step off of the machine and felt a twinge in my lower left back and sciatic nerve and my left leg gave out and I fell to the floor. After being on the floor for a few seconds the muscles in the leg stopped hurting and I was able to stand again.

Student Incidents February 20 through May 23, 2024

Location	Activity	Narrative
Oregon State University	Volleyball	In the middle of play a [REDACTED] dove for a ball and hit her head on the ground. She got up just fine and was checked out by Oregon State University's trainer checked her out and cleared her to keep on playing.
Pool	Swimming	Near Drowning. Family member took him to the hospital.
URC fitness center basketball Court	Basketball	Jumped to get rebound and landed wrong felt a pop in his knee. he then sat down on the side of the court. [REDACTED] then went up and helped [REDACTED] out. he was able to get up and walk on his own away from the courts. he came to the desk and sat while we got him ice.
Gymnasium	Volleyball	Playing volleyball, went up to block on the net and individual on the other side pushed [REDACTED] back as he was landing from the jump. Hyperextension of knee occurred, came to the front desk and asked for ice.
snyamncut 418	Volleyball	resident [REDACTED] injured herself at the University Recreation Center (URC), and believes she sprained, twisted or fractured her ankle. RLC [REDACTED] arrived to snyamncut Hall and went up to the 4th floor to find resident [REDACTED], CA [REDACTED] and CA [REDACTED] talking with resident [REDACTED]. RLC [REDACTED] asked if Resident Bailey wanted staff members to call 911 and escort her to the hospital, however, Resident [REDACTED] denied transport. She stated that she would go to the campus clinic first thing in the morning. Resident [REDACTED] had an ice pack over her ankle, which was very red and swollen. Resident [REDACTED] stated that she was playing volleyball in the URC, and she jumped up to hit the ball, and another unidentified player also tried to hit the ball, and she ended up landing on the other player, twisting her ankle in the process. Resident [REDACTED] assured both CA's and RLC Hudson that she did not want to go to a hospital and would be fine waiting until the morning to get checked out.
WAREHOUSE Athletic Facility	Volleyball	In the middle of a play [REDACTED] dove for a ball and her head hit the floor and slide across the floor. She continued to play and did not tell anyone her head hurt until the end of the game which was later on in the day. She was left with a headache and a floor burn on her head.
Fitness Center	Other	During a performance of "The Prom" and during a ensemble number, a performer (Abigail) fell off the stage during a spin. An audience member, her dad, helped her up back onto the stage.
Fitness Center	Basketball	Going up for a layup (a basket during a basketball), said shoe had too much grip, and landed on his ankle wrong while coming down from shooting.
Fitness Center	Working Out	Participant was working out, with no food or drink in her system, doing a circuit which consisted of higher intensity leg workouts and fainted for a brief moment. She woke up and was feeling very light headed. Fitness staff assisted the participant and sat her down. 911 was then called just to check her out.
Union Market	Other	I passed out and hit the floor. Came to and puked. Felt bad rest of the day.

Soccer Field	Rugby / Soccer	Andrei was participating in a club sport's soccer game against CWU and rolled his ankle during the game. He was pulled out of the game and did not play the rest of the time. I got him ice immediately after he came out of the game. He could walk on his ankle after the game but with a limp.
Phase Gym Room 270	Volleyball	■■■■ was defending a ball when another student was attacking the volleyball and was hit in the face, causing a bloody nose. Bloody nose happened right after. She continued to play right after.
ISC 217	Other	■■■■ was in the Chem 162 hydrocarbons lab which started at 10AM. One of the reagents used in the lab is 1% bromine in dichloromethane. Kelly was wearing gloves but got one drop of the reagent on her left wrist just above the glove line. ■■■■ was aware immediately that she had some of the reagent on her wrist and reported it to the lab instructor. ■■■■ was then advised to rinse the area with warm water and soap for at least 15 minutes which she did. I talked to ■■■■ at 11AM and she said that there was minimal irritation. ■■■■ was wearing nitrile gloves and goggles at the time of the incident and had a long sleeve top on.
HAR 221	Other	Towards the end of class while discussing lethal injection and the 8th Amendment, a Running Start student lost conscious and began to slump in her chair. She slid back and was caught by another student as she began to fall out of her chair. The student next to her was a trained lifeguard and immediately put her on her side. I instructed the rest of the class to leave while four students remained to assist and one of the students immediately called 911. An EWU police officer was first on the scene and assessed the situation while the EMTs arrived. The student regained consciousness and talked with EMTs and members of the Cheney Fire Department. The student's mother was contacted by EMTs and, because the student was a minor, told the EMTs that she was refusing further treatment for her daughter and that she should not go to the hospital. This conversation was done on speakerphone and was witnessed by me, the EMTs, two members of the Cheney Fire Department, the EWU police officer and one of my students, it was also captured on the police body cam. I was told by the EMT I needed to sign the medical waiver on behalf of the parent because I was in charge of the student. The student then got up under their own power and left the classroom.

		<p>My students were finishing up an organic chemistry quiz. Most of the class had left when my student Isabella began looking very nervous, fainted and fell out of her chair onto the floor. I went over immediately and she had lost was unconscious for 10-15 seconds. I gently shook her shoulder and said her name and she woke up. I encouraged her to just lay on the floor for a few minutes and I went and got her a trash can because she felt nauseated. Another student got her some water. Then I helped her get in her chair. I asked her if she wanted me to call an ambulance and she said "no" and that she didn't want to go to the doctor. I called my friend Nate Lawton who is EWU faculty and an EMT. He came over and checked her out and examined her. I left them alone for her privacy for a few minutes and moved my 11 AM class to an upstairs classroom to give them space. After about a half hour, the three of us walked to Thomas Hammer and I bought us some breakfast burritos to help get her blood sugar up. We had her contact her parents to let them know she was coming home. We sat and ate in the library and hung out for a while and she said she was feeling better. I walked her to the bus station and she took the bus home.</p>
Parking lot across from Eagle Station	Other	<p>■■■ called ■■■ at 11am and indicated that she ■■■ had fallen in the parking lot and hurt her ankle really badly; she believes it to be broken. ■■■ asked ■■■ if she could come help her but ■■■ was off campus. ■■■ had ■■■ go see ■■■ while ■■■ called 911. Fire and ambulance arrived at 11:10, splinted the foot. ■■■ boyfriend Logan drove her to a hospital.</p>
ISC 211	Other	<p>In Chem 373 lab we were running a chemical reaction that involved dissolving potassium hydroxide in dimethoxyethane before use in the next step of the reaction. The student had the chemicals in a capped vial that had a septum in the top. They were shaking the vial to mix it when some of the mixture leaked on to their nitrile gloved hand. The student didn't think much of it and continued mixing. About ten minutes later they noticed some itching and burning sensation and went and washed their hand with copious cold water and soap. I noticed this and asked the student what happened, which is how I found out about it. The student was wearing a lab coat, nitrile gloves, and goggles and working at a fume hood, so all safety precautions had been followed. I checked in with the student about 20 minutes later and they reported that their hand was a little itchy but felt ok.</p>
Clinic	Other	<p>Patient was receiving dental treatment with the use of nitrous oxide. Patient was dizzy and lethargic following use of N2O. See report</p>
Fitness Center	Working Out	<p>Lifting heavier than usual when grabbing something that's when the incident happened</p>

Washington State
Agency/College Safety
Survey
2024

Winner

**Eastern Washington
University**

EWU highest % response
for all 4-year institutions.

Highest % response for
schools over 1000
employee headcount.

Past Winners

Eastern Washington University--2023

Eastern Washington University--2022

Western Washington University--2021

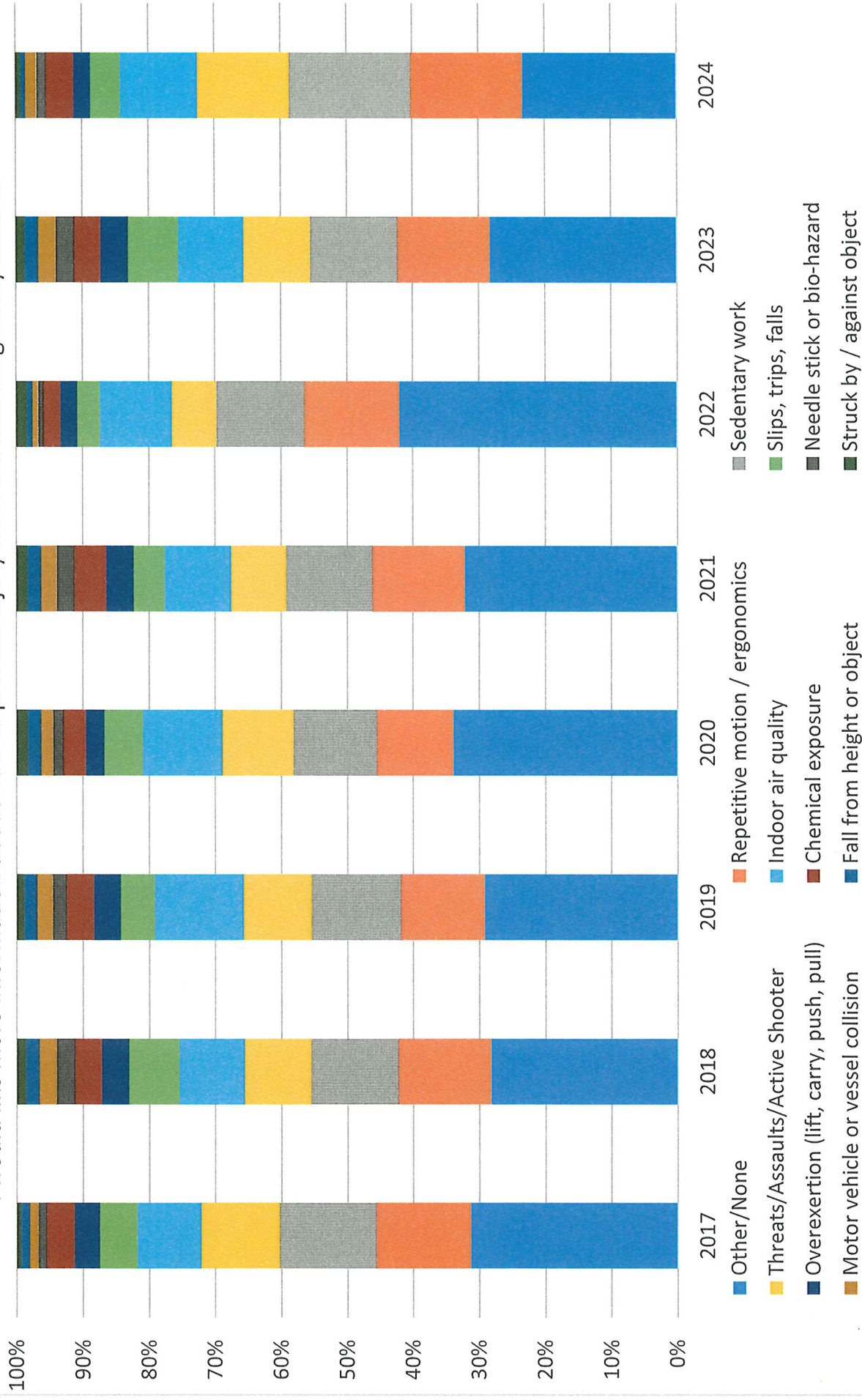
Eastern Washington University--2020

Eastern Washington University--2019

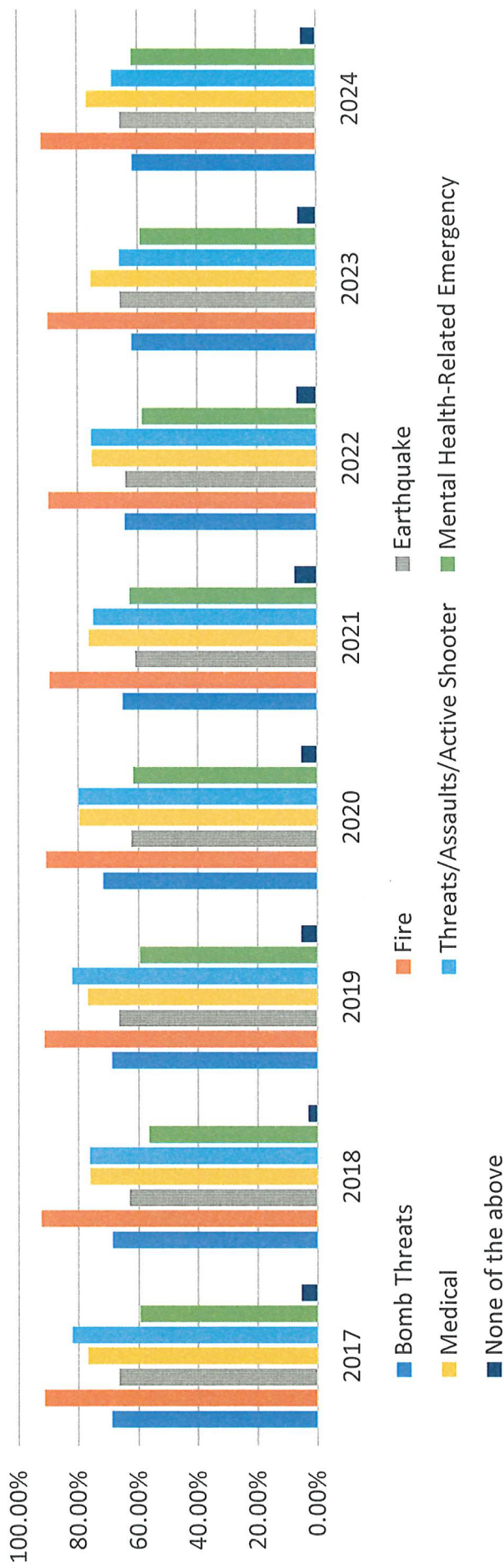
Edmonds Community College--2018

Community Colleges of Spokane--2017

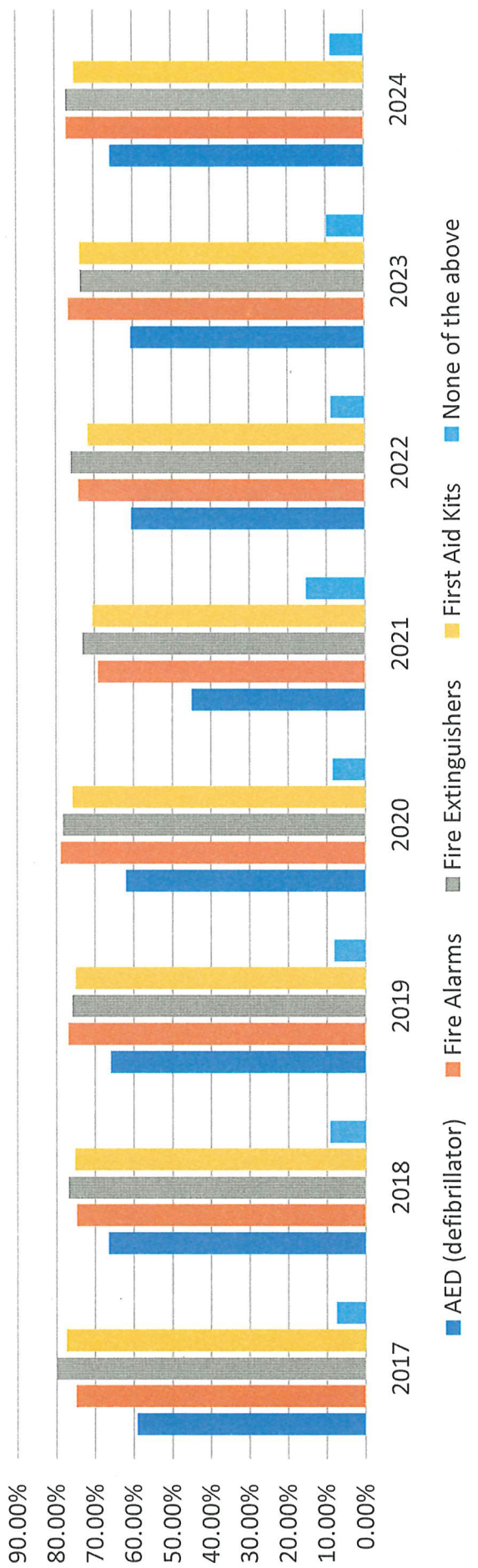
I would like more information about how to prevent injury from the following safety hazards



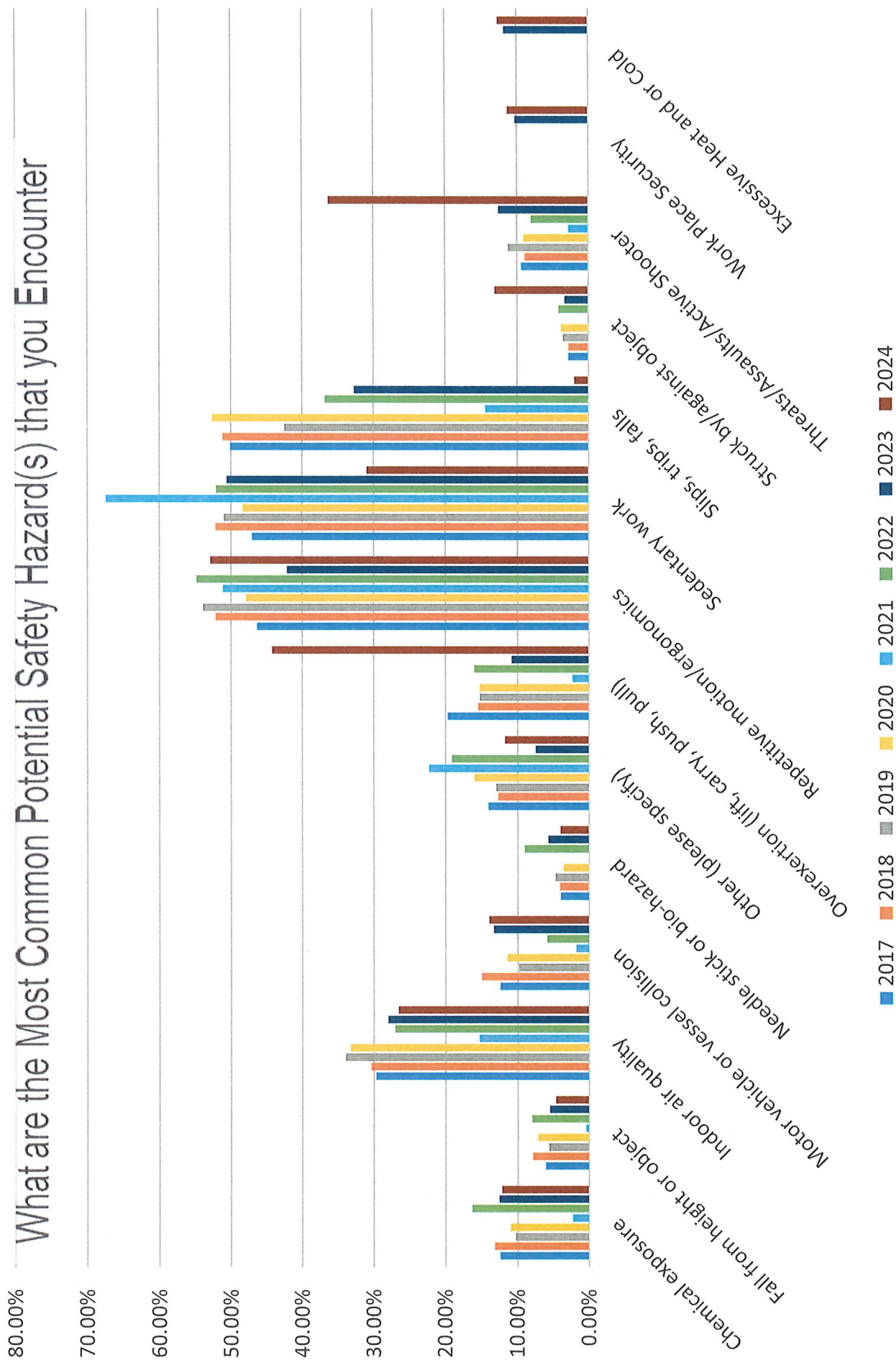
I Know how to Respond to the Following Emergencies



I Know the Location of the Following in my Immediate Work Area



What are the Most Common Potential Safety Hazard(s) that you Encounter



Chris Galow Questions

Contractor labeling of equipment and people. Contract issue. Not in any contract.

Signage on who to call. In Process

EWU workers need to have Jacket or shirts with who they work for. Only semi requirement is for Facilities, Police, Dining Services.

During deep freeze. Do we have anyone doing walk throughs. Custodians will work in general areas. Not all areas of buildings are covered.

Housing water leaks. With aging infrastructure they will continue.

Security of buildings during break and nights. This falls to custodians and campus police. Input by Faculty determines when they are open.

Night walk checking out the lights. Did not happen why. MV canceled due to weather and it was never rescheduled.

An alert system in every building. Some of the newer buildings have that capability through the fire alarm system.

CPR/First Aid Training on campus. No Plans at this time

Release of occupancy when construction is still ongoing (new science building) Decision is made by Upper Management in consultation with contractor. PUB and Science

Snow removal How determined. Primary Pathway. See Documents

Lifts, not under cover. The lifts are designed to be left out in the open. For example, most lifts at rental and sales companies are out in the open.

Paper towels in bathrooms in buildings. Paper towel use generates waste. Inclusion of hand dryers rather than roll towels garner LEED credits and is less wasteful and more cost effective.

From Scott Buck Director of Facilities Services

For Snow removal how do you determine the first cleaned and primary pathways?

Snow and ice removal priorities are generally based on traffic areas. Where do students and staff arrive and what pathways do they take to get where they need to go. I'm attaching our procedure which goes into more detail as well as our route sheets so you can see the detailed response.

How do you determine areas to be deiced first and what is the deicing schedule?

This is the same as above. We de-ice daily during periods of freezing or below freezing temperatures with one caveat. If conditions are obviously dry and it is not necessary, but generally that is the exception to the rule. De-icing takes much less time than snow removal and we use a variety of different de-icers, (Liquid, Conventional Granular, and Ice Slicer.) The goal is to have all sidewalks de-iced prior to 8am. This is the same for snow removal and why the team generally starts at 3am to complete prior by 8am.

EWU Snow and Ice Removal Procedures

Authority & Responsibility

Maintenance and upkeep of the University's grounds is the responsibility of Facilities Services' Landscape Maintenance department. The Grounds and Heavy Equipment/Utility areas have the primary responsibility for maintaining the grounds as well as assuring that it remains safe for those who travel throughout the campus. The Director of Facilities Services dictates the procedures related to the general upkeep of the campus grounds and those guidelines related to removal of snow and ice during inclement periods.

Purpose

Because a workable system of mobilization during inclement periods is of prime importance the "Snow and Ice Removal Procedure" was developed. The procedure and its processes assure a viable plan for the removal of snow and ice from the University's campus. The emphasis, of this procedure, is on providing a safe working and travel environment for all individuals during winter/inclement periods. The procedures establish "general" guidelines and assign specific responsibilities, considering available resources, assuring an organized plan for maintaining University walkways, lots, service drives, stairways, building entrances, "Handicapped Accesses" and emergency facilities at an acceptable level.

The purpose of the procedures is to provide campus constituents with a safe environment during traditionally inclement months. The procedures require a cooperative effort on the part of Grounds, Heavy Equipment, Custodial Services, Residential Life, Maintenance and Operations departments, University Police and other University areas as well as City Maintenance staff. The objective is to minimize and prevent accidents, property damage, personal injury, and maintain access for the handicapped during treacherous winter conditions. The areas responsible for removal must have a reasonable amount of time to prepare the campus.

Procedures / Guidelines

The primary responsibility for snow and ice removal from state owned property remains with the Grounds and Heavy Equipment department, with major backup support provided by Custodial Services. Because City streets surround the University, the primary responsibility for snow and ice removal from these streets remains with the City Maintenance staff.

In the event that the Director of Facilities Services or the Vice President of Facilities and Planning considers emergency support necessary, the appropriate departmental supervisors will be contacted to make arrangements.

In the event of a snow or ice conditions require additional staff; support will be received from those individuals assigned to the Maintenance and Operations areas. Training for emergency support and the use of equipment will be the responsibility of the Grounds and Heavy Equipment personnel. Shop supervisors will designate individuals. In emergency call back situations the Director of Facilities Services will determine if it is necessary to require the presence of additional individuals.

The clearing of handicap ramps and curb cuts are a high priority; but are of no value unless the surrounding streets and walkways are passable. For this reason the streets and walkways are also considered a high priority.

1. Grounds and Heavy Equipment will be responsible for snow and ice removal from sidewalks, service drives, parking lots; as well as handicap ramps, curb cuts, and staircases that do not fall within that area assigned as the responsibility of Custodial Services.
2. Custodial Services is responsible for snow and ice removal from sidewalks, stairways, and ramps located within 16 feet of all building entrances.
3. The University Police will assist the Grounds department in the established evening; weekend and holiday recall procedure. Once the individual with notification responsibility determines a need, based on the guidelines; they will proceed as follows:
 - If by 2:30 am there has been a snowfall resulting in 2" inches and the accumulation continues, University Police will contact the Supervisor of Landscape Maintenance. If the Supervisor cannot be reached, University Police will follow the established recall list until someone is contacted. Upon contact it will be determined whether an early call up of all or part of the Grounds and Heavy Equipment and part time crew is necessary.
 - If a decision is made to initiate the recall procedure, the crew will be notified by University Police dispatch. The Grounds and Heavy Equipment personnel contacted will report to work at 3:30 am. Part time staff at 5:00 am.
 - In the event the staff comes in at 3:30 am and snow is still accumulating at 12:30 pm, a decision will be made by the Grounds Supervisor as to whether part or all of the department staff will be required to stay.
4. Removal priorities: Snow removal on sidewalks begins in the areas receiving the earliest traffic concentration i.e. dormitories, PUB, Showalter, JFK Library, and the Red Barn. Special and continued attention will be given to areas used for handicapped access. After the above areas have been adequately cleared, the personnel will concentrate on all academic areas. Parking lots are plowed in priority of earliest traffic concentrations also. The goal of the department will be to have the campus cleared and safe for pedestrian and vehicular traffic by 7:30 am. Widening of walks and service drives and lots as well as sanding will continue throughout the day. It is expected that those traveling about the campus will be conscious of the presence of equipment and considerate of the staff's removal efforts.
5. Emergency call back snow and ice removal during evenings, week-ends and holidays will be limited, primarily, to specific areas having special scheduled events. A check of all Residential Halls, JFK, PE Complex, URC, WSP and the PUB will be made by those called in during callbacks. There will not be a general area wide cleanup during the times listed above unless severe conditions dictate the need. During off -hours, Program Coordinators and Directors are responsible for notifying University Police should it become necessary to have snow and/or ice removed for special events and/or programs. The University Police will, in turn, notify the Landscape Maintenance Supervisor or Director of Facilities Services.
6. The clearing of Resident student parking lots requires special coordination and cooperation between the Grounds department, Campus Police, Parking Services, Residential Life, and students.
 - Prior to winter break Parking & Housing will issue a "Snow Emergency Notice" that reviews the regulations regarding parked cars and snow removal from those lots assigned as Residential

Hall and Apartment lots. The "Snow Emergency Notice" will also address the need for Hall Residents, who will be leaving their vehicles on campus during "Winter Break", to make certain that they are parked in the designated lot.

- The Grounds department will not be responsible for those cars left in Hall lots during the break period.
- The "Snow Emergency Notice" notice will be posted in all Residential Halls.
- Should conditions dictate total snow removal from Residential lots notification would be posted in all halls at least 12 hours before scheduled plowing.
- The plowing procedure will begin with the Landscape Maintenance department clearing an alternate space for the residents to park in prior to the time set for clearing of the hall lots.
- The Hall Residents will then be required to move their vehicles to the alternate space until the hall lots have been adequately cleared of snow.

The information provided in this document allows us to address all situations as they relate to snow removal and the safety of our university travelers.

Winter After Hours Snow Removal

Carry a radio and let 6460 know when you are on campus and when you leave campus.

ALWAYS OPEN UP:

- Pub- Including Bus Stop
- Red Barn for police access.
- State Patrol Crime Lab and property bullpen area.
- Phase including ramps and handicap parking spaces.
- President's residence, including snow berms in front of garage.
- Perimeter walks circling and going through campus.
- JFK Library including steps, ramps, and handicap parking space in back.
- Resident Halls to Pub, URC, and Tawanka.

AND

- Anything posted in the weekend packet on the clipboard provided and highlighted.

Snow Removal Route 1 (Ford F750)

Assigned Employee (Scott Larson)

Steps below are listed in order of priority.

1. Start at Woodward lane and plow entire service drive past new P-12 to new entrance
2. Plow Recycle/Trucking area
3. First 2 rows of parking in old P-12 on east side of lot for employees
4. Plow old p-12 placing berms along light poles going north and south.
5. Plow a path in middle of parking lot going east and west.
6. Start plowing new P-12 starting with NE corner for employees then start on south end, working your way north, plowing west to east.
7. If time permits, plow old P-12 north and south leaving snow berms where the lot markers are, and remove berms the next day a.m.
8. If time permits, plow out entire bone yard area; including Surbeck, CES, Pole buildings, and the Grounds building.

Snow Removal Route 2 (ToolCat)

Assigned Employee (Chris Sorensen)

Steps below are listed in order of priority.

1. Plow Day Care entrance and doors next to parking lot. Spray parking lot entrance with liquid de-ice.
2. Plow to Crime Lab. Plow ADA parking and entrances/sidewalks that ToolCat can navigate.
3. Plow sidewalk in North Bowl, continue on to sidewalk from P-12 to Pavilion. Once completed spray sidewalks with liquid de-ice.
4. Plow all walks at Phase & Pavilion. Plow service drives and spray drives and ramps with liquid de-ice.
5. Continue to Washington State Digital Archives and plow all walks.
6. Plow Red Barn continuing to Cheney Hall and then CEB.
7. Plow Art complex.
8. After completion of above duties continue plowing service drives until complete.
9. De-ice all ADA access points in sidewalks once plowing is complete.

Snow Removal Route 3 (ATV)

Assigned Employee (Brandon Leonard)

Steps below are listed in order of priority.

1. Start at Surbeck and plow all walks on Washington st: one pass. Plow to Townhouse.
2. Plow lower walk from P-12 to Pavilion and de-ice.
3. Library ramp.
4. Plow sidewalk on north side of L.A.
5. Start at Washington street and make loop around campus, stop and do little areas along the way: one pass, De-ice handicap accesses in sidewalks.
6. Stop at Indian Ed and plow around lot.
7. Small walk on south side of Kingston.
8. Old Surplus walks.
9. Walks and drives at Faculty Commons.
10. Walks around P-6 parking lot.
11. Continue loop only making one pass.
12. Plow SHW 109 ramp and de-ice.
13. New surplus walk.
14. Return to walks on Washington st and make a 2nd pass and de-ice.
15. Go back to Phase and finish upper walks and de-ice.
16. De-ice all handicap accesses on route.

Snow Removal Route 4 (John Deere 3720)

Assigned Employee (Jason Birdwell)

Steps below are listed in order of priority.

1. Start at entry to the Central Mall at City Waterworks building.
2. Plow all paths in and around Mall area including Tawanka.
3. Continue to Williamson and Martin and Huston Hall.
4. Work your way towards Showalter and plow all walks and widen walks around perimeter already plowed by four wheeler.
5. Continue to Kingston, Senior, and President's house (plow out in front of garage and service drive).
6. Work your way around Hargreaves then finishing around Isle Hall.
7. After route is plowed go back and widen paths in highlighted area.
8. De-ice all ADA accesses after plowing.

Snow Removal Route 5 (ToolCat)

Assigned Employee (Brayden Countryman)

Steps below are listed in order of priority.

1. Start at Rozell doing sidewalk
2. Then go to Washington and Elm and work your way down the sidewalk to the Pub. Start with Pub bus stop and clean out loading dock. Finish rest of Pub pavers in front of bookstore.
3. Continue to Streeter/ Morrison/ Dryden/ L.A. synamncut and ADA parking
4. All walks at Pierce and Dressler.
5. Go down pavers towards Visitor center, do all walks around VC and Sutton
6. Go back up Pavers back to Science. Complete all walks before finishing at old Reid area.
7. Once all walks are done, start working on service drives in area until done.
8. De-ice all handicap access in sidewalks after plowing

Snow Removal Route 6 (John Deere Loader)**Assigned Employee (Kelly Douglas)**

Steps below are listed in order of priority.

1. P-9
2. Pub service drive.
3. P-15, Isle-Lot
4. P-17, Indian Center
5. D St. Meter, Church Lot
6. P-6, Rasque Lot
7. Tawanka service drive
8. P-18 entries and Red Barn visitor police parking
9. Townhouse
10. Pavilion Circle Drive
11. P-12
12. New P-12 and drive
13. P-18
14. CES, Boneyard, Surbeck Services

Snow Removal Route 7 (Case Backhoe)**Assigned Employee (Eric Ferguson)**

Steps below are listed in order of priority.

1. P-7 Daycare

2. P-9 Phase Parking Lot
3. P-15 Hargreaves Parking Lot (president's house side)
4. Showalter service drives
5. P-1 Showalter Hall and the meters on F St.
6. P-1 Martin Hall and Sutton Hall Parking Lot
7. P-5 Reid School
8. P-7 Music Parking Lot
9. P-AM Anna Maria Apartments
10. P-16 and Resident Lots
11. Surbeck (boneyard)
12. P-12
13. P-18, Red Barn Lot
14. Old Surplus(P-DH)

Snow Removal Route 8 (Dodge 3500)

Assigned Employee (Mitch Dasovich)

Steps below are listed in order of priority.

1. WSP Crime Lab
2. P-3 CEB lot
3. P-1 Visitors Center Lot
4. HH old Holter house
5. Archives Parking Lot
6. North 10th Street Hill
7. P-13
8. P-16
9. Old Surplus(P-DH)
10. Loop around Phase and old tennis courts
11. P-12

Snow Removal Route 9 (ToolCat)

Assigned Employee (Anthony Dilley)

Steps below are listed in order of priority.

1. Rozell- Parking Lot, front and back entries (fab shop) and around substation building
2. Streeter- back drive
3. Morrison- back drive
4. Dryden – Upper and Lower service drives and walks around building
5. REC- all, including pavers to steps and L.A. drive, north side walk and parking garage entrance.

6. Pierce/Dressler- rear service drives and sidewalk towards Washington st.
7. Isle- Elm St. side service drive
8. Tawanka service drive and lot
9. Pavers and drives between JFK and Williamson including the back of CEB and past ART to 7th street
10. Art- circle drive and drive off of 7th
11. Library service drive
12. Science service drive and handicap parking
13. Phase- all ramps and drives except Pavilion circle drive

Snow Removal Shovel Routes

Route 1

Assigned Employee (Braydin Countryman, Gabriel Kimberling)

Steps below are listed in order of priority.

Washington State Crime Lab – shovel or snow blow all entrances, walkways and handicap access ramps

Childcare- Entrance & handicap access ramps

Science – all stairs & handicap access ramps

J.F Kennedy Library- all stairs & handicap access ramps

Presidents House – Back of house, all sidewalks and steps shoveled and deiced including walkway to garage

Hargreaves Hall – shovel entrances and stairways and handicap access ramps at street

Huston Hall - all stairs & handicap access ramps

Martin Hall – all stairs & handicap access ramps

Williamson hall - all stairs & handicap access ramps

One Room School House – entrance and handicap access ramp

Arts complex - all stairs & handicap access ramps

Theatre - all stairs & handicap access ramps

Radio – T.V. - all stairs & handicap access ramps

R.O.T.C.- Shovel or snow blow entrance out to main sidewalk

Portable classrooms- All raised walkways and ramps and stairs

Union Trailer – All stairs & handicap access ramps

Shovel walkway to stairway in the back of Arts complex

Campus- *Check all handicap access ramps on campus after your list is finished, de-ice where needed, after being plowed.*

Route 2

Assigned Employee (Rylee Castagno-Lieseke, Tristan Malotte)

Steps below are listed in order of priority.

Streeter Hall – all stairs and handicap accesses around building

Morrison Hall – all stairs and handicap accesses around building

Washington Street - Stairway across from Phase and handicap ramp

Phase – all stairways & handicap access ramps, handicap ramp across from Body Shop going down to 1st floor

CEB – entrances to buildings

Cheney Hall – entrances and exits to building

Showalter Hall – all stairs and handicap accesses around entire building and walkways next to flagpole and meters by parking lot.

Sutton Hall – all stairways and handicap accesses

President's House- Front entrance and stairs

Senior Hall – all stairways and handicap access ramps

Indian Ed Center – all stairways and handicap access ramps

Island across from Governors house (5th & Fst) and access Showalter side.

Governors House – walkways in front and behind house.

Visitors Center – shovel entrances and handicap access ramps around entire block

Reese Court – all handicap access ramps

Campus- *Check all handicap access ramps on campus after your list is finished, de-ice where needed, after being plowed.*

Sand or deice stairways and handicap accesses after you complete them. After you complete your list, go back and make sure all handicap accesses to the crosswalks are opened up and sanded.

Route 3

Assigned Employee (Dustin Neal, Thai Prochnau)

Steps below are listed in order of priority.

Rozell – all stairways & handicap access ramps

Recreation Center – all stairs and handicap access ramps. Snow blow walk on west and south side of building

Pub – all stairs & handicap access ramps, most are heated but widen as needed and sidewalk by rear loading dock.

Pierce and Dressler- entries and stairs

L.A. Hall - handicap access ramps & all stairs

Snyamncut- Most are heated but check all handicap ramps

Dryden Hall - all stairs & handicap access ramps

Archives Building – front handicap and everything in back including sidewalk

Anna Maria Apts. – handicap access at crosswalk & access across Washington St. and Bus stop

Isle Hall - all stairs & handicap access ramps

Patterson Hall – check heated walks for melted and froze areas

Monroe Hall - handicap access ramps & all stairs

Kingston – all stairs and handicap access ramps

Tawanka – all stairs and handicap access ramps

Red Barn – shovel walkway up to stairway and stairs, shovel entrance and walkways behind building.

Handicap access and bus stop along Washington St.

CES - All entry doors/ entrances and steps. Also Surplus ramp from p-12.

Campus- *Check all handicap access ramps on campus after your list is finished, de-ice where needed, after being plowed.*

Sand or de-ice stairs and handicap access ramps as you complete them.

After you complete the items on your list, go back and make sure all handicap accesses to the crosswalks are open and sanded. You can then start sanding or deicing any areas that maybe slippery, and I would start with any of our sloped sidewalks, like the walkways from the dorms to the Pub.