Snow Removal Policy

The following policies and procedures organize how snow and ice is removed from campus roadways, sidewalks, and parking lots in a prioritized manner. These policies shall be in effect annually, twenty-four hours per day, seven days per week. Bemidji State University’s Buildings and Grounds Department will be assisted by the Heating Plant staff and the General Maintenance Workers (GMWs) on campus.

Periods of high level activity (classes in session and full residence hall occupancy) dictate a higher level of response than would be required during periods of time when there are no classes scheduled and/or residence halls are lightly occupied.

Priorities for snowplowing are:
1. Campus roadways and sidewalks / ADA access
2. Academic building access (including academic parking lots)
3. Residential Life building access (including parking lots)

When the nighttime snowfall reaches a depth of one inch, or when strong winds and drifting conditions create a need for snow removal, the Buildings and Grounds Supervisor will call the Heating Plant staff, who will activate the Calling Program. Each fall, for the upcoming winter, daytime and evening GMWs will have an opportunity to have their names placed on the Calling Program.

Daytime snowfall and ice conditions will be evaluated by the Buildings and Grounds Supervisor, in consultation with the Physical Plant Director. Snow will be removed, and campus roadways, sidewalks, and parking lots will be salted and sanded as soon as possible when they are reported. The amount of daytime snow will determine whether or not assistance is needed by Heating Plant staff and GMWs, or when emergency overtime will be utilized. Daytime and evening GMWs will be responsible for removing snow from their assigned buildings, as designated by their supervisors. These areas should be checked regularly during their shift for new snowfall or drifting.

If the Calling Program is initiated for overnight snowfall removal, the Buildings and Grounds Crew and heavy equipment operators will begin by 4 a.m. Snow removal will continue until all campus roadways, sidewalks, and parking lots are clear.

If the Calling Program is initiated for overnight snowfall removal, Heating Plant staff and GMWs will begin shoveling at 5 a.m. and receive two hours of overtime. Snow shoveling will continue until all campus roadways, sidewalks, and parking lots are clear. Anyone whose normal shift begins at 6 a.m. will have the option of working until 3:30 p.m. in order to obtain the two hours of overtime; if they leave at 2:30 p.m., they will receive one hour of overtime. Heating Plant staff will start on the academic (south) end of campus and work their way towards the Residential Life buildings. GMWs will start on the Residential Life (north) end of campus and work their way towards the academic buildings. Shoveling and snow removal will continue until all roadways, sidewalks, and parking lots are cleared.

This policy is intended to provide orderly and prioritized methods to fight most snowstorms. Each snowstorm will present unique problems. The Buildings and Grounds Supervisor may need to adjust the plan to achieve the most benefit from the personnel and equipment available at the time.