

## Ice Removal Procedures

Policy: **Expeditious removal of ice and snow from parking lots and pedestrian access ways**

Procedures for Ice:

- The safety of employees, student interns and general public is considered at all times when it's necessary to remove ice.
- Grounds and building maintenance crew member Juan Cruz will be notified by a 24 hour monitoring service about any accumulation of ice.
- Ice removal at all properties will be done on sidewalks and parking lots when ice accumulations are above one tenth (1/10) of an inch.
- Ice removal procedures for parking lots and sidewalks will be initiated by Juan Cruz. All vendors and employees assisting with ice removal will be directed by Juan Cruz.

When the accumulation of ice reaches one tenth of an inch the following actions will be taken:

- Juan will contact the necessary number of R&M staff to assist in applying ice-melt and salt.
- FDC Staff members will salt the parking lots. All parking lots are to be completed within three (3) hours. The rest of the staff will be applying ice-melt to the walk ways throughout the properties. Salting procedures are to be completed within three hours for all properties.
- **WEEKENDS** - The same procedures apply to ice removal during weekend with the following list of buildings needing attention:
  - I Hotel and Corporate Center
  - Houlihans
  - Shoppes of Knollwood
  - Amdocs Buildings
  - Biaggi's
  - Medical Office Building in Urbana

## Snow Removal Procedures

Policy: **Expeditious removal of snow from parking lots and pedestrian access ways**

Procedures for Snow Removal:

- Grounds and Building Maintenance crew member Juan Cruz will be notified by a 24 hour monitoring service about any accumulation of snow after the normal business hours (8:00am – 5:00pm).
- The safety of employees, student interns and general public is considered at all times when it's necessary to remove snow.
- Snow removal at all properties will be done on sidewalks when snow accumulations are above one (1) inch.
- Snow removal procedures for parking lots and sidewalks will be initiated by Juan Cruz. All vendors and employees assisting with snow removal will be directed by Juan Cruz.

When the accumulation of snow reaches one inch the following actions will be taken:

- Juan Cruz will contact the contractors and ask them to start the work clearing the sidewalks.

When the accumulation of snow reaches two inch the following actions will be taken:

- Juan Cruz will contact the contractors and ask them to start the work clearing the sidewalks and parking lots.
- It will take eight hours to remove all snow for snowfalls between two and three inches
- It will take 14 hours to remove all snow in snowfalls of over four inches.
- Vendor #1 is responsible for all snow removal at Medical Offices buildings in Savoy and Urbana. FDC will salt after snow is removed.
- Vendor #2 will be clearing all sidewalks of ice and snow by all tenants' entrances and the perimeter sidewalks used to access the building. They will also be clearing curb line around the perimeter of buildings. They are also responsible for clearing snow from the two bus shelters on Fox Drive and one at the Research Park and walk ways by Fox Drive.
- Vendor #3 is responsible for clearing snow in parking lots as identified in the contract. They are also responsible for plowing parking lots during business hours, if requested by FDC. They will make sure that two lanes of traffic are maintained at each building entrance from main roads.
- Fox Development personnel will be following Vendor #1 and Vendor #2 to apply ice-melt and salt on pedestrian walks and parking areas.
- **WEEKENDS** - The same procedures apply to snow removal during weekend with the following list of buildings needing attention:
  - a. I Hotel and Corporate Center
  - b. Houlihans
  - c. Shoppes of Knollwood
  - d. Amdocs Buildings
  - e. Biaggi's
  - f. Medical Office Building in Urbana