



Facilities & Operations **POLICY GUIDELINES**

Applies to:	Marshall University Facilities & Operations
Title:	Snow/Ice Removal Guidelines
Number:	MU-PP-02.15
Effective Date:	09/01/2025
Last Revision Date:	N/A

PURPOSE: To provide guidance regarding the process for removing snow/ice on campus.

SCOPE: Applies to all University Grounds and employees.

REFERENCES:

- Attachment A – Campus Snow/Ice Removal Zones
- Attachment B – Checklist for Snow/Ice Removal

DISCUSSION: This document is to be used as a general guideline regarding snow/ice removal. Every snow/ice event is different and may require different approaches for removal. Brushes may not be useful with heavy/wet snow and icy conditions may require only spreading of ice melt. The Grounds Manager and Department Leads will provide directions to Staff for each snow/ice event.

- All Grounds personnel are required to report when snow/ice events are forecasted whether the campus is open or closed when they can do so safely.
- Forecast of 3” snow or less.
 - Staff typically reports at 6 am.
- Forecast of more than 3” snow.
 - Staff typically reports at 5:30 am.

PROCEDURE / POLICY:



Facilities & Operations **POLICY GUIDELINES**

1. **First Priority** - All department focused on Presidents House and Main Campus.
 - a. **Presidents House (2 People)**
 - i. Equipment is located in the President's garage.
 - ii. Clears sidewalks and driveway including access to garage.
 - b. **Main Campus (Zones 1 & 2 - See Map)**
 - i. **Brushes**
 1. **Brush 1**
 - a. Starts from 20th Street up center campus sidewalk all the way to 16th Street, then up to College of Business (including sidewalk from campus to College of Business). Then start working way back from 16th Street to 20th Street.
 2. **Brush 2**
 - a. The second one also starts up center of campus and clears secondary sidewalks between 3rd Avenue and 5th Avenue on interior of campus as they go working way to 16th Street.
 - b. **Brush 3** up 3rd Avenue to 16th Street, then start working way back from 16th Street to 20th Street.
 3. **Brush 4** up 5th Avenue to 16th Street, then start working way back from 16th Street to 20th Street.
 - ii. **UTV's with Ice Melt Spreaders**
 1. UTV's follow brushes widening pathways and spread ice melt. When need more ice melt, UTV's plow needed sidewalks back to 20th Street.
 - iii. **Trucks w/ Plows**
 1. No plowing is to be performed on city streets including 3rd and 5th Avenue and 16th and 20th Streets.
 2. Starting at 20th Street, plow:
 - a. One path around Henderson Center Plaza up sidewalk to 18th Street.
 - b. 18th Street (between Gullickson and East Hall).
 - c. Harris Hall handicap parking lot.
 - d. Campus entryway on 3rd Avenue between Science Hall and Morrow Library.
 - e. Handicap parking lot and access road between Morrow Library and Smith Communication.
 - f. Drop off lane and dock at Smith Music on corner of 3rd Avenue and 16th Street.
 - g. College Avenue starting at 16th Street including Corbly handicap lot to John Marshall Drive.



Facilities & Operations **POLICY GUIDELINES**

- h.** John Marshall Drive including around John Marshall Statue, Senior Cabinet parking and Mail Room.
- i.** John Marshall Drive across 5th Avenue to 6th Avenue.
- j.** Corbly Hall drop off/fire lane on 5th Avenue.
- k.** Memorial Student Center drop off/fire lane.
- l.** Fine Arts/Jomie Jazz drop off/fire lane.
- m.** Public Safety drop off/fire lane.
- n.** Rec. Center drop off/fire lane.
- o.** Child Development Academy drop off/fire lane and parking lot (east side).
- p.** Receiving Warehouse dock on north side.

2. Second Priority

a. Off Campus (Zones 3 & 4 – See Map)

i. North of 3rd Avenue

1. Brush 1

- a.** Sidewalk from 20th Street to 16th Street.
- b.** Includes sidewalks around Engineering Lab, Weisburg Engineering Building, BioTech and the 3rd Avenue Parking Garage.
- c.** Includes Receiving Warehouse and Shewey Building.

2. UTV

- a.** Follows brush widening path and spread ice melt where applicable.

ii. South of 5th Avenue

1. Brush 2

- a.** Sidewalk from 20th Street to 16th Street.
- b.** Includes sidewalks around Harless Dining Hall, MU PD/Public Safety, MRI Building, Jomie Jazz, Fine Arts, Career Education, Commons Housing (outside only), 6th Avenue Parking Garage, Welcome Center.

2. UTV



Facilities & Operations **POLICY GUIDELINES**

- a. Follow brush widening path and spreading ice melt where applicable.
- b. East of 20th Street**
 - i. Shewey Facility and Edwards Stadium sidewalks.
 - ii. Sidewalks around buildings and 3rd Avenue from 20th Street east to railroad tracks.
 - iii. Sidewalk along alley from 20th Street to Church Annex (R&A Shop).
- c. Steps**
 - i. Old Main/Morrow Bell (Grounds).
 - ii. Between Old Main (north side) and Handicap parking lot (Grounds).
 - iii. Between Old Main and Smith Hall coming out of parking garage (Grounds).
 - iv. Smith Hall pedestrian bridge (Campus Service Workers and Grounds).
 - v. ADA Ramp between Smith Hall and Morrow Library (Campus Service Workers).
 - vi. Between Old Main and Smith Music Hall (Campus Service Workers and Grounds).
 - vii. Science Hall South-West entrance (Campus Service Workers and Grounds).
 - viii. Science Hall South-East entrance (Campus Service Workers and Grounds).
 - ix. Fine Arts ramp south side (Grounds).
 - x. Memorial Student Center north side.
 - xi. Memorial Student Center Bookstore steps and handicap ramp (west side).
 - xii. Memorial Student Center Loading Bay ramp.
 - xiii. Marshall Christian Center.
 - xiv. Sidewalk/Crosswalk Intersections
 - xv. Clearing off buildup of snow/ice at sidewalk intersections from plowing.

3. Third Priority

- a. ADA Crosswalks campus wide.
 - i. Includes ADA crosswalks on city streets that border campus.
- b. Clearing off campus-wide steps not previously cleared.

REVISION HISTORY:

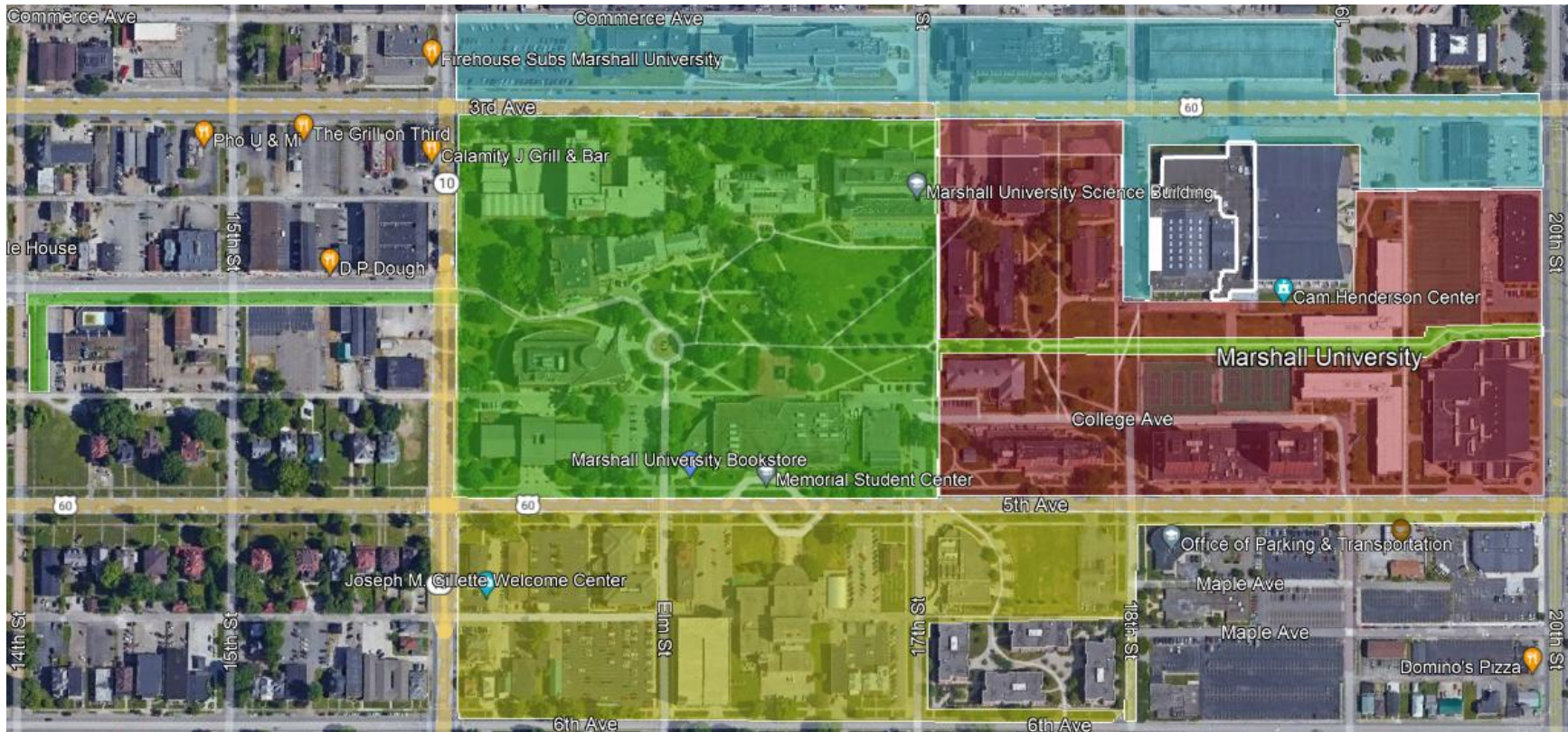
- Revision 09/01/2025 – Initial Revision.



ATTACHMENT A

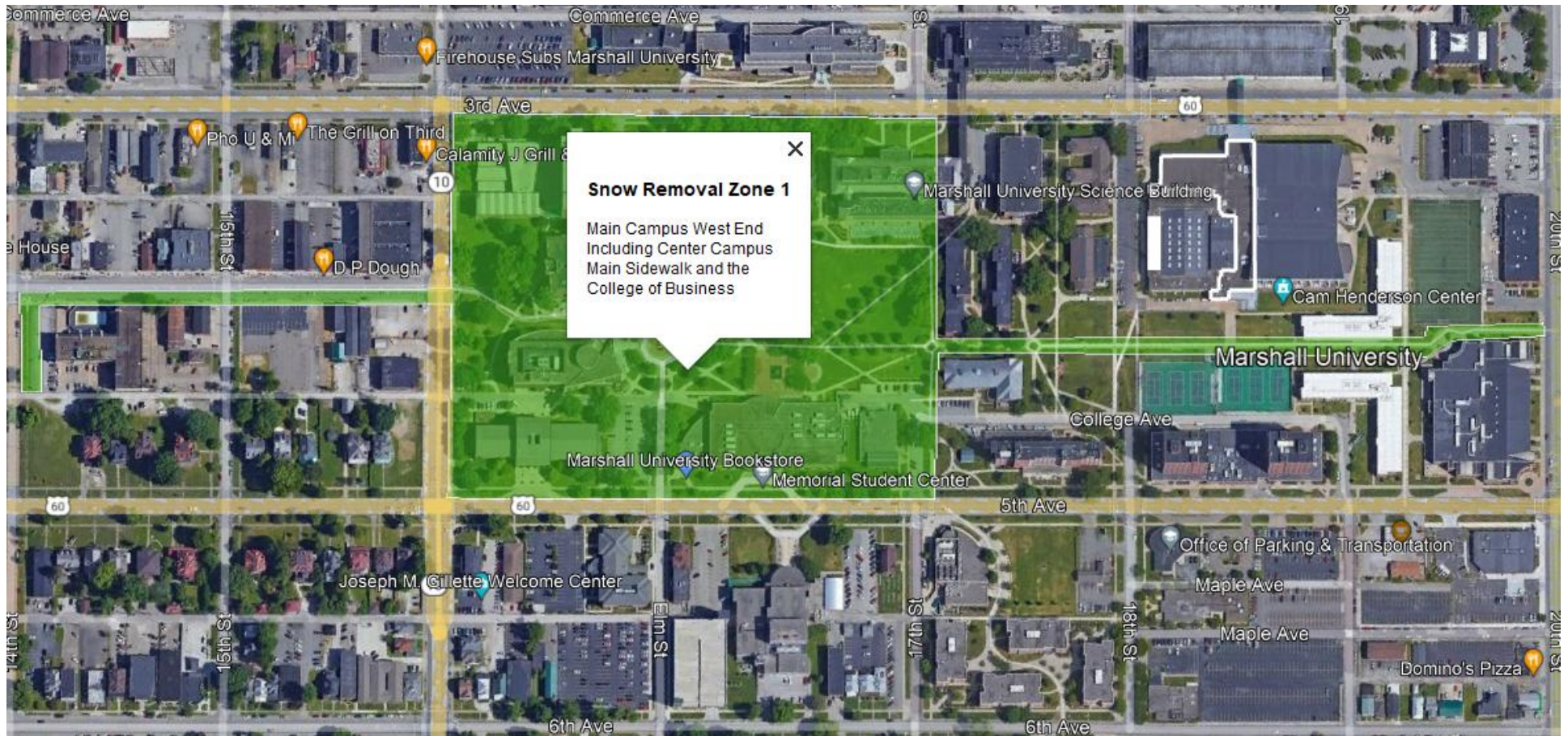


ALL ZONES:





ZONE 1 (Main Campus West End, Center Campus Sidewalk & College of Business):





ZONE 2 (Main Campus East End):





ZONE 3 (North of 3rd Avenue):





ZONE 4 (South of 5th Avenue):





ATTACHMENT B



Facilities & Operations **POLICY GUIDELINES**

Snow/Ice Event Date: _____

Check Off Each Task When Complete:

- **First Priority** - Presidents House and Main Campus.
 - **Presidents House (2 People)**
 - ☐ Clears sidewalks and driveway including access to garage.
 - **Main Campus (Zones 1 & 2 - See Map)**
 - **Brushes**
 - **Brush 1**
 - ☐ Starts from 20th Street up center campus sidewalk all the way to 16th Street, then up to College of Business (including sidewalk from campus to College of Business). Then start working way back from 16th Street to 20th Street.
 - **Brush 2**
 - ☐ The second one also starts up center of campus and clears secondary sidewalks between 3rd Avenue and 5th Avenue on interior of campus as they go working way to 16th Street.
 - **Brush 3**
 - ☐ Up 3rd Avenue to 16th Street, then start working way back from 16th Street to 20th Street.
 - **Brush 4**
 - ☐ Up 5th Avenue to 16th Street, then start working way back from 16th Street to 20th Street.
 - **Trucks w/ Plows**
 - Starting at 20th Street, plow:
 - ☐ One path around Henderson Center Plaza up sidewalk to 18th Street.
 - ☐ 18th Street (between Gullickson and East Hall).
 - ☐ Harris Hall handicap parking lot.
 - ☐ Campus entryway on 3rd Avenue between Science Hall and Morrow Library.
 - ☐ Handicap parking lot and access road between Morrow Library and Smith Communication.



Facilities & Operations **POLICY GUIDELINES**

- ☐ Drop off lane and dock at Smith Music on corner of 3rd Avenue and 16th Street.
- ☐ College Avenue starting at 16th Street including Corbly handicap lot to John Marshall Drive.
- ☐ John Marshall Drive including around John Marshall Statue, Senior Cabinet parking and Mail Room.
- ☐ John Marshall Drive across 5th Avenue to 6th Avenue.
- ☐ Corbly Hall drop off/fire lane on 5th Avenue.
- ☐ Memorial Student Center drop off/fire lane.
- ☐ Fine Arts/Jomie Jazz drop off/fire lane.
- ☐ Public Safety drop off/fire lane.
- ☐ Rec. Center drop off/fire lane.
- ☐ Child Development Academy drop off/fire lane and parking lot (east side).
- ☐ Receiving Warehouse dock on north side.
- **Second Priority - Off Campus (Zones 3 & 4 – See Map)**
 - **North of 3rd Avenue**
 - **Brush 1**
 - ☐ Sidewalk from 20th Street to 16th Street.
 - ☐ Includes sidewalks around Engineering Lab, Weisburg Engineering Building, BioTech and the 3rd Avenue Parking Garage.
 - ☐ Includes Receiving Warehouse and Shewey Building.
 - **UTV**
 - ☐ Follows brush widening path and spread ice melt where applicable.
 - **South of 5th Avenue**
 - **Brush 2**
 - ☐ Sidewalk from 20th Street to 16th Street.
 - ☐ Harless Dining Hall,
 - ☐ MU PD/Public Safety,
 - ☐ MRI Building,



Facilities & Operations **POLICY GUIDELINES**

- ☐ Jomie Jazz,
 - ☐ Fine Arts,
 - ☐ Career Education,
 - ☐ Commons Housing (outside only),
 - ☐ 6th Avenue Parking Garage, Welcome Center.
- **UTV**
 - ☐ Follow brush widening path and spreading ice melt where applicable.
- **East of 20th Street**
 - ☐ Shewey Facility and Edwards Stadium sidewalks.
 - ☐ Sidewalks around buildings and 3rd Avenue from 20th Street east to railroad tracks.
 - ☐ Sidewalk along alley from 20th Street to Church Annex (R&A Shop).
- **Steps**
 - ☐ Old Main/Morrow Bell (Grounds).
 - ☐ Between Old Main (north side) and Handicap parking lot (Grounds).
 - ☐ Between Old Main and Smith Hall coming out of parking garage (Grounds).
 - ☐ Smith Hall pedestrian bridge (Campus Service Workers and Grounds).
 - ☐ ADA Ramp between Smith Hall and Morrow Library (Campus Service Workers).
 - ☐ Between Old Main and Smith Music Hall (Campus Service Workers and Grounds).
 - ☐ Science Hall South-West entrance (Campus Service Workers and Grounds).
 - ☐ Science Hall South-East entrance (Campus Service Workers and Grounds).
 - ☐ Fine Arts ramp south side (Grounds).
 - ☐ Memorial Student Center north side.
 - ☐ Memorial Student Center Bookstore steps and handicap ramp (west side).
 - ☐ Memorial Student Center Loading Bay ramp.
 - ☐ Marshall Christian Center.
 - ☐ Sidewalk/Crosswalk Intersections
 - ☐ Clearing off buildup of snow/ice at sidewalk intersections from plowing.



Facilities & Operations **POLICY GUIDELINES**

- **Third Priority**

- ☐ ADA Crosswalks campus wide.
- ☐ Includes ADA crosswalks on city streets that border campus.
- ☐ Clearing off campus-wide steps not previously cleared.