



**Office of Facilities Management  
Facilities Operations and Maintenance**

Procedure Title: **Essential Employees Snow Operations**  
Effective Date: February 25, 2015  
Last Review Date: January 21, 2016

---

**I. Purpose**

This document establishes the procedures for snow related activities to be performed by Facilities Operations and Maintenance essential employees.

**II. Procedures**


Essential employees will be notified by email, text message, phone call, or directly by their supervisor, indicating a snow ops has been issued. Employees shall be expected to check for notifications during snow events.

Essential Facilities Operations and Maintenance employees have been assigned an area of the Campus for snow ops. If snow operations are called for; the employee will go to the assigned area and maintain the sidewalks and entrances for safety. Attached are the snow ops assignments and assignments map (color print required for map).

**III. Tools and Materials Required**

Snow shovel  
Broom  
Bags of salt (bucket or spreader)

Signature: \_\_\_\_\_

  
John C. Barratt  
Associate Director  
Facilities Operations and Maintenance

Date: January 21, 2016



**Office of Facilities Management  
Facilities Operations and Maintenance**

Procedure Title: **Essential Employees Snow Operations**  
 Effective Date: February 25, 2015  
 Last Review Date: January 21, 2016

**Facilities Operations and Maintenance  
Snow Operations Assignments**

<b>Employee</b>	<b>Cell Phone</b>	<b>Snow Ops Area Assigned</b>	<b>Required Equipment</b>
<b>Ervin Tisdale</b>	443-721-0260	Science Building / Library Lower Level	Snow shovel, broom, salt bucket or spreader
<b>Romel Blackson</b>	443-462-0591	HHSB / STC	Snow shovel, broom, salt bucket or spreader
<b>Greg Matthews</b>	443-721-0195	Talon Center (front and back)	Snow shovel, broom, salt bucket or spreader
<b>Ronnie Greene</b>	443-827-4175	PEC (Parking Lot H sidewalks and Entrance, loading dock, north sidewalks)	Snow shovel, broom, salt bucket or spreader
<b>Derrick DeRamus</b>	443-890-0284	Library / Parking Lot J	Snow shovel, broom, salt bucket or spreader
<b>Michael Bryant</b>	443-938-0621	PEC (Health and Human Performance and second level entrance and concourse)	Snow shovel, broom, salt bucket or spreader
<b>Robert Bragg</b>	443-615-3240	Auditorium	Snow shovel, broom, salt bucket or spreader
<b>Jeremy Andrews</b>	443-615-0503	Grace Hill Jacobs / Upper Tawes Center	Snow shovel, broom, salt bucket or spreader
<b>Zach Meakin</b>	443-814-0104	Administration / Lower Level Tawes Center	Snow shovel, broom, salt bucket or spreader
<b>Linwood Jones</b>	443-615-1061	Daley Hall and Residence Quad	Snow shovel, broom, salt bucket or spreader
<b>Rico Sydnor</b>	443-615-2514	Dedmond Hall and Residence Quad	Snow shovel, broom, salt bucket or spreader
<b>Tarry Peoples</b>	443-615-3405	Frances Murphy and Residence Quad	Snow shovel, broom, salt bucket or spreader
<b>Wycal Carter</b>	443-615-4790	HHSB / STC	Snow shovel, broom, salt bucket or spreader





**Office of Facilities Management**  
**Facilities Operations and Maintenance**

Procedure Title: **Essential Employees Snow Operations**  
Effective Date: **February 25, 2015**  
Last Review Date: **January 21, 2016**

**Facilities Operations and Maintenance**  
**Snow Operations Assignments**

