



## **Snow and Ice Removal Procedure-2019**

Bath Housing owns and manages 185 apartments serving a variety of residents and located in 16 different properties. With this diversity in mind, Bath Housing completes an assessment of each property annually to determine necessary and appropriate snow removal at each site. The procedure for each property will be circulated annually.

The first priority of Bath Housing's maintenance team is to remove snow from primary access roads and shared primary entrance, allowing a clear path for emergency vehicles. Until the storm ends, they will continue to keep the primary access road clear. Once the storm ends, they will proceed to shared parking areas and any walkways included in the building's snow removal procedure. Snow removal will commence by 7AM for storms ending during the night.

It is the responsibility of the resident to move his or her own vehicle(s). Residents will receive notification via Bath Housing's automated messaging service (One Call Now) at least 30 minutes in advance of shared parking area plowing. Please do not move vehicles within the lot until notified. A second notification via One Call Now will be sent to return to main parking area. Failure to move makes plowing very difficult and inhibits our ability to clear the parking lot in an effective manner. Bath Housing will tow unmoved vehicles. Retrieval of vehicles from impound is the responsibility of the resident.

In between storms, a member of Maintenance Team will assess walkways and parking lots daily Monday through Friday and on the weekends after rain or significant melting.

Failure to clear areas identified as the responsibility of the resident is a lease violation. Areas not cleared within 24 hours of the end of the storm will be completed by maintenance and charged to the resident.

### **Anchorage**

#### *Preparation*

All lawn furniture, plant pots and yard ornaments must be removed by November 1st.

#### *Plowing*

Upon notification after storm completion, please move to the cleared spots in the Congress lot. Vehicles must be cleared prior to moving.

#### *Walkways*

Maintenance will clear the primary walkways from parking lots to the buildings upon completion of plowing and prior to notification for vehicle movement. In the event of extended or heavy snowfall, maintenance will clear primary walkways if snow exceeds 6 inches. Maintenance will utilize ice melt on primary walkways as part of clearing and upkeep. All individual walkways and the designated smoking area will be cleared by maintenance within 8

hours of storm completion. We ask residents to maintain the ability to open their door during storms for emergency escape reasons. Residents are responsible for providing ice melt for individual walkways and steps, as well as upkeep of their walkways between storms.

## **Seacliff Family Properties (Middle and Shaw)**

### *Preparation*

All lawn furniture, plant pots and yard ornaments must be removed by November 1st.

### *Plowing*

Holbrook Landscaping will be providing snow removal services. For storms ending during the night or early morning, vehicles must be moved by 8 AM. For storms ending during the day, vehicles must be moved by 4 PM. Vehicles must be cleared prior to moving. Vehicles can be returned to the lot upon completion of plowing.

### *Walkways*

Holbrook will clear the primary walkway to each individual walkway at the end of the storm. Individual walkways and a path to the back patio for emergency exit are the responsibility of the resident. Residents are responsible for providing ice melt for individual steps and walkways as well as upkeep of their walkways between storms. Holbrook and Maintenance will utilize ice melt on primary walkways as part of clearing and upkeep.

## **Seacliff Floral Street**

### *Plowing*

Upon notification to move vehicles, please proceed to a previously cleaned spot. Vehicles must be cleared prior to moving.

### *Walkways*

Maintenance will clear the primary walkways to the front of the building upon completion of plowing. All secondary paths will be cleared within 8 hours of storm completion. Please refrain from use of secondary exits and paths until they have been properly cleared. In the event of extended or heavy snowfall, maintenance will clear primary walkways if snow exceeds 6 inches. Ice melt is available in the front lobby for use on the walkway at your discretion. Please inform the office when the supply is low.

## **Dike's Landing**

### *Plowing*

Vehicles parked in the upper lot must move to the lower lot prior to any storm. Upon notification to move vehicles, please proceed to the right hand side of the loop. Vehicles must be cleared prior to moving.

### *Walkways*

Maintenance will clear the primary walkways to the front and back of the building regularly throughout the storm. All secondary paths and the designated smoking area will be cleared within 8 hours of storm completion. Please refrain from use of secondary exits and paths until

they have been properly cleared. Ice melt is available at the front and back door for use on the walkway at your discretion. Please inform the office when the supply is low.

## **The Moorings**

### *Plowing*

Upon notification to move vehicles, please proceed to the lower parking lot. Vehicles must be cleared prior to moving. The stairwell adjacent to the parking lot should be utilized for access to and from the lower lot for safety. Please avoid parking in the lower lot on the side near the woods during storms.

### *Walkways*

Maintenance will clear the primary walkways to the front of the building regularly throughout the storm. All secondary paths and the designated smoking area will be cleared within 8 hours of storm completion. Please refrain from use of secondary exits and paths until they have been properly cleared. Ice melt is available in the front lobby for use on the walkway at your discretion. Please inform the office when the supply is low.

## **BHDC- 822 Middle and 19 Oak, 41-43 Lincoln**

### *Preparation*

All lawn furniture, plant pots and yard ornaments must be removed by November 1st.

### *Plowing*

Upon notification, please move your vehicle off site until plowing is complete. Vehicles must be cleared prior to moving.

### *Walkways*

Individual walkways, porches, and stairs are the responsibility of the resident. Upon completion of plowing, maintenance will clear only shared steps or walkways leading to the parking area.

## **832, and 842 Middle, 49 Elm, and 470 Washington**

### *Preparation*

All lawn furniture, plant pots and yard ornaments must be removed by November 1st.

### *Plowing*

Upon notification, please move your vehicle off site until plowing is complete. Vehicles must be cleared prior to moving.

### *Walkways*

Walkways, porches and stairs are the responsibility of the resident.

## **806 Middle and Maple Street**

Residents are responsible for all snow removal.

## **Front and Summer Street**

Effective 11.1.2018

Commercial tenants are responsible for clearing of sidewalk in front of their storefront. Bath Housing will clear the Summer Street sidewalk from the vacant lot to Front St.