

MAINTENANCE TECHNICAL SUPPORT CENTER
HEADQUARTERS MAINTENANCE OPERATIONS
UNITED STATES POSTAL SERVICE



Maintenance Management Order

SUBJECT: Guidelines for Snow and Ice
Removal

DATE: December 18, 2014

TO: All:
Area Managers
District Offices
Maintenance Capable Facilities
Area Maintenance
Safety Managers

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This online change updates the reference in Section 3.3 for MMO-070-15 Snow Accumulation on Postal Facility Roofs.

This Maintenance Management Order (MMO) **supersedes MMO-114-83** and emphasizes the importance of safety procedures when clearing snow and ice during the winter season. This MMO applies to all postal facilities and reminds local managers that proper planning and appropriate equipment can avoid injuries to employees and customers. This bulletin applies to Acronym BLDG, Class Code MM.

Direct any questions or comments concerning this bulletin to the MTSC HelpDesk, online at <https://tickets.mtsc.usps.gov/login.php> or call (800) 366-4123 or (405) 573-2123.

A handwritten signature in black ink, appearing to read "Robert E. Albert".

Robert E. Albert
Manager
Maintenance Technical Support Center
HQ Maintenance Operations

Attachment: Snow and Ice Removal Guidelines

ATTACHMENT

SNOW AND ICE REMOVAL GUIDELINES

1.0. OVERVIEW

Clearing snow and ice from sidewalks, parking lots, streets and roofs can be strenuous and dangerous activities. There is the potential for exhaustion, dehydration, cold stress, back injuries, falls, or heart attacks. Thus, it is important to plan ahead for safe snow and ice removal, particularly from roofs; and to ensure the availability of trained personnel, Personal Protective Equipment (PPE), the pre-selection of approved de-icing materials, and reliable snow equipment.

- Whenever possible, use methods to clear snow and ice which do not require workers to go on the roof such as:
 - Using ladders to apply de-icing materials.
 - Using snow rakes or drag lines from the ground.
- Ladders and aerial lifts can pose various hazards to workers. Use them safely and avoid electrical hazards, such as electrical live wires.
- Before workers access roofs or other elevated structures, the employer must confirm that the roof or structure can support the worker's and equipment weight without causing the roof to collapse. The building design specifications will indicate the amount of weight that a roof can safely support. If there is building structure or roof deterioration, the roof might support less weight than it was originally designed to support.
- Management shall also review Electric Work Plan (EWP) procedures with snow clearing personnel and ensure removal of snow from energized equipment only occurs after all power is physically disconnected and stored energy has been released.
- Ensure employees are dressed appropriately for the weather conditions to prevent cold stress.
- Use de-icing materials in accordance with the manufacturer's instructions, using whatever PPE may be required to prevent exposure to the materials.

2.0. RESPONSIBILITY

- The Senior Postal Official (SPO), or designee, is the person with overall stewardship and accountability for ensuring safe snow and ice removal. The SPO shall ensure the development and availability of written standard procedures for snow and ice removal that includes priority areas, such as Americans with Disabilities Act (ADA) ramps, PPE, EWP, and that each instance of snow and ice removal from roofs and elevated structures involves a job safety review.

- The Maintenance Manager for maintenance capable sites, as well as all managers responsible for non-maintenance capable sites, shall enforce adherence to this procedure, as well as applicable state and local requirements. Ahead of the winter season, managers who are responsible for snow and ice removal shall evaluate roof load bearing conditions under their control to identify unsafe conditions, potential deficiencies, and establish prompt corrective actions. They shall also ensure snow equipment is available and reliable.

3.0. PROCEDURES

All managers should review their snow and ice removal plans to ensure all safety requirements, trained personnel, and reliable equipment are available for snow clearing tasks. Moreover, managers must ensure Preventive Maintenance (PM) requirements on all snow removal equipment, such as snow blowers and snowplows, are complete prior to the winter season.

3.1. STREETS AND PARKING LOTS

The general policy of the United States Postal Service (USPS) is to provide safe access to USPS buildings and parking lots.

- During the winter months, the Maintenance Manager or designee will monitor weather and snow precipitation to determine when to deploy the snow removal crew.
- Snow and ice removal should begin as early as possible and before employees and customers begin entering or leaving the facility. In critical areas, surface preparation should begin before hazardous conditions develop.
- Apply sand and/or salt mixture, or ice melts in a timely manner, when the streets and parking lots become a safety hazard (slick) to cars and pedestrians.
- Anti-icing materials prevent ice and snow from adhering to the pavement, allowing easier removal by mechanical methods (snowplows).
- Sanding will be done from the onset of hazardous conditions to a point where snowplowing is required.
- Plow streets and parking lots when snow accumulation exceeds 3 inches and follow up with sanding until streets are safe.

3.2. SIDEWALKS AND BUILDING ENTRANCES

The application of an approved chemical deicer should commence prior to sidewalks becoming a safety hazard (slick) to pedestrian traffic. Sidewalk plowing/sweeping must commence when 1" of snow has accumulated. Primary sidewalks, Americans with Disabilities Act (ADA) ramps, and main entrances have higher priority.

- The USPS goal is to have all primary and main entrance sidewalks cleared before employees and customers begin entering or leaving the facility.
- Chemical deicer may be applied to primary sidewalks and high traffic shaded areas if deemed necessary. Anti-icing, however, should be applied before a storm hits or early in the storm. Anti-icing reduces maintenance costs and environmental impact.

However, if it is not successful at keeping paths open, it must be combined with mechanical removal.

- Pay special attention to ADA ramps and building entrances. Use mechanical equipment keep these areas clear of accumulated snow.
- Continue snow plowing until all sidewalks are clean.

3.3. ROOFS

Refer to MMO-070-15, Snow Accumulation on Postal Facility Roofs.

3.4. NOTES

1. When snow and ice have melted sufficiently, remove residue from areas of pedestrian traffic to prevent refreezing. In all cases, when using ice melt compound, walk-off mats shall be used at all entrances to protect floor surfaces and prevent slips and falls.
2. The lowest practical melting temperature of the deicer is a critical selection criterion. For instance, if the practical melting temperature of the deicer is +25° F and the actual temperature is lower than +25° F, adding more deicer would not cause the ice to melt.