

Wisconsin Rest Area Maintenance (RAM) Program

Snow And Ice Control Guidelines

A. STATEMENT

It is necessary to make all Wisconsin Department of Transportation year-round rest area facilities safe and accessible during the winter season. As part of the custodial care and landscape maintenance services, snow and ice control should receive first priority. This guideline applies to the developed portion within the rest area site which includes sidewalks, handicap accessible ramps, curb cuts, curbs and gutters, and in some instances car parking stalls directly in front of and leading to the main building doors.

B. RESPONSIBILITIES

The supervision of winter maintenance should be a cooperative effort between the Wisconsin Department of Transportation, Disability Service Provider Network, and the Community Rehabilitation Programs providing custodial care and landscape maintenance at highway rest area sites.

1. Wisconsin Department of Transportation (WisDOT) – Provide roadside facilities to enhance the safety, comfort, convenience and enjoyment of the traveling public. WisDOT will insure that the roadside facilities are adequately maintained so that they may serve their intended function. This includes establishing priorities, approving policies, and providing general guidance and control of winter maintenance activities.
2. Disability Service Provider Network (DSPN) – Develop and administer the RAM Program which includes winter maintenance activities within the developed portion of the year-round rest area facilities. Monitor services provided as listed in the contract work specifications. Assist CRPs in planning for effective snow and ice control services including determining equipment and manpower requirements.
3. Community Rehabilitation Programs (CRPs) – Develop and implement a plan for effective snow and ice control according to the requirements of the WisDOT/CRP contract and this guideline. The size, layout, and site use patterns of each site should be taken into consideration in the snow and ice control plan. Provide adequate supervision of personnel, adequately trained personnel, necessary equipment, supplies and other resources to effectively control snow and ice according to contract standards and requirements.

C. WEATHER MONITORING

A key element in implementing an efficient snow and ice control plan is receiving timely weather information. Accurate weather forecasting is necessary in deciding which operational procedure to follow. The following are potential sources for weather information:

1. Local weather stations, radio, and TV
2. Weather channel – cable TV, internet
3. National weather service
4. Weather service monitors installed at most rest areas
5. County Highway Department
6. County Sheriff's Department

D. GENERAL PROCEDURES

Such things as the rate and accumulation of snowfall, moisture content, temperature, time of day or night, wind direction and velocity, and duration are all factors that need to be considered for each snow and ice condition.

1. When snow and/or freezing rain occurs, arrange for the staff to arrive at the site a minimum of one hour earlier than scheduled to clear Priority 1 areas.
2. On days when it is snowing, snow removal is the first priority. Additional people may need to be assigned to RAM operations for the purpose of snow removal.
3. Snow removal will remain a priority until all standards have been met.
4. All shifts will participate in snow removal until standards have been met.

E. SNOW AND ICE CONTROL PRIORITIES

NOTE: While the staff is on site during and after a storm, snow and ice removal is the main priority. Building cleaning efforts should be confined to toilets, urinals, sinks, and any obvious floor and wall needs until the snow and ice removal is complete.

PRIORITY 1 (See snow/ice removal diagram. Priority 1 areas are to be maintained free of snow and ice continually while the staff is on site. Salt and/or other snow and ice control chemicals should be used as necessary to keep walkways clear throughout the storm.)

⇒ **PATH (FOUR FEET WIDE) FROM THE MAIN DOORS TO CAR AND TRUCK LOTS.**

⇒ **SIDEWALKS (IN FRONT OF THE PARKING LOTS), CURBS, AND GUTTERS FOR FIFTY FEET IN EACH DIRECTION FROM THE CENTER OF THE CLEARED PATH. HANDICAP PARKING AND UNLOADING SPACES AND HANDICAP RAMPS WITHIN 100 FEET OF THE WALKWAY.**

PRIORITY 2 (Priority 2 areas are to be cleared as soon as possible following clearing of Priority 1 areas and must be cleaned IN TOTAL within 48 hours after the end of the storm).

⇒ **PLAZA AND ALL REMAINING SIDEWALKS (EDGE TO EDGE) INCLUDING THE ADJACENT CURB, GUTTER AND RAMPS AND CONCRETE SLAB AREAS SERVING REAR EXIT DOORS WITH NO WALKS OR PLAZAS.**

⇒ **BENCHES, TRASH/RECYCLING BINS, AND TELEPHONE.**

⇒ **ATTENTION: SOME OUTER WALKWAYS MAY NOT RECEIVE SNOW REMOVAL SERVICE BY THE SITE CREW. THESE AREAS ARE IDENTIFIED AND AGREED UPON BY THE SITE MANAGER AND DSPN PRIOR TO THE SNOW SEASON.**

F. FREEZE/THAW AREAS

Site managers should identify all probable freeze/thaw affected sidewalk and plaza areas and assure that de-icing materials be applied appropriately to keep the areas as safe as possible at all times both while the crew is on and off site. If sanding is warranted, it should also be done.

G. LEAVING THE WORK SITE DUE TO SEVERE WEATHER

At minimum, a path from the parking lots to the building should be maintained during a snowstorm. When the site maintenance crew's safety is at risk because of a storm's intensity, supervisory personnel will determine if the crew should leave the work site. Anytime the staff leaves the site, appropriate amounts of salt or ice melt chemical must be applied to maintain Priority 1 areas as clear as possible throughout the storm. If the work crew leaves the work site prior to the end of the work shift, DSPN must be notified as soon as possible.

H. EQUIPMENT

The control of snow and ice shall be accomplished through the use of carefully selected equipment designed and operated to perform all work as economically and efficiently as possible. Snow/ice removal equipment shall be checked each fall to ensure that equipment and safety features are in good working order.

I. CHEMICALS

Chemicals should be applied with the appropriate equipment to provide the most effective benefit from the material. The material should be spread only to the width and amount necessary to achieve the service expectation.

Dry sodium chloride (salt) may be the most effective chemical during and after the storm when the sidewalk temperature is 23°F or higher.

Alternative synthetic ice melting products (see Table 1, page 4) can be used to effectively control snow and ice below 23°F. Again, material should be used as sparingly as possible.



Developed or Revised by Disability Service Providers Network,

3/08/10

Date























Approved on behalf of WisDOT by the Bureau of Highway Maintenance

3/08/10

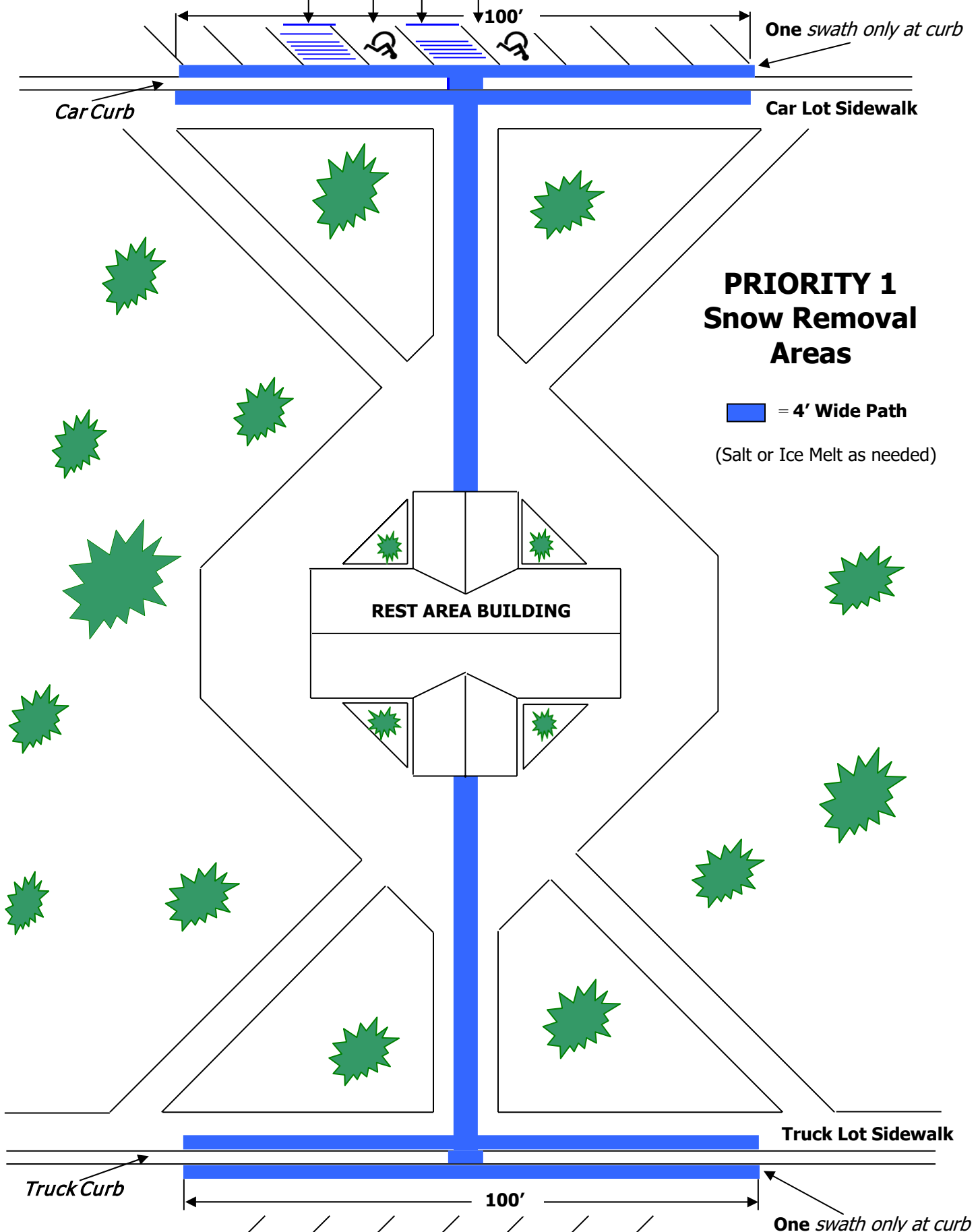
Date

Table 1. Alternative products for ice control

Product	Advantages	Disadvantages
Calcium Chloride	<ul style="list-style-type: none">  Effective to -59° F  No visible residue when dry  Will not damage soil structure 	<ul style="list-style-type: none">  Costs twice as much as rock salt  Injures plants
Magnesium Chloride	<ul style="list-style-type: none">  Effective to -25° F  Melts ice faster than calcium chloride  Less corrosive than calcium chloride and sodium chloride 	<ul style="list-style-type: none">  Costs twice as much as rock salt  May cause chloride toxicity  Absorbs moisture readily; must be stored in dry area.
Calcium Magnesium Acetate (pelleted deicer made from dolomitic limestone and acetic acid)	<ul style="list-style-type: none">  Biodegradable; not harmful to the environment  Less corrosive than sodium chloride  Can increase soil permeability 	<ul style="list-style-type: none">  Expensive--costs 15 times as much as rock salt
Abrasive Materials (sand, ash, or cinders)	<ul style="list-style-type: none">  Inexpensive  Not harmful to trees and shrubs 	<ul style="list-style-type: none">  Will not melt ice  Not as effective as other products at preventing skids  Bulky; must be removed from gutters each spring

SNOW/ICE REMOVAL DIAGRAM

H/C Access Area, Parking Spaces, and Loading Zone (If vehicle with snow plow is available)



PRIORITY 1 Snow Removal Areas

 = 4' Wide Path

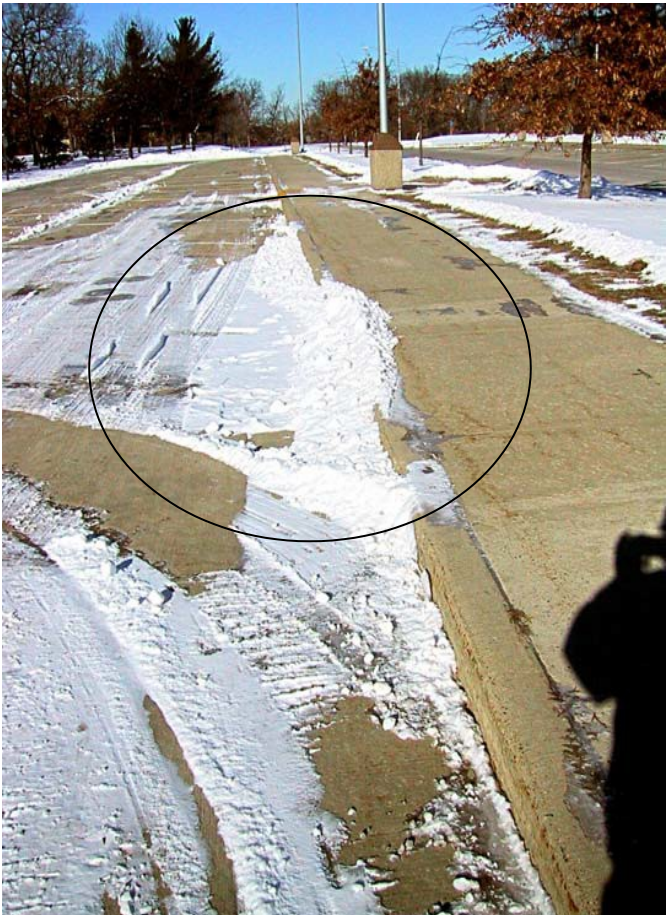
(Salt or Ice Melt as needed)

CURBS:

Priority 1: Handicap Ramps and curbs



Does Not Meet Standards



Does Not Meet Standards



Meets Standards!

SIDEWALKS

Priority 1: Path from main doors to car and truck lots.

Priority 1: Walks in front of the parking lots curbs, and gutters (approximately 50 feet in both directions from center.)



Meets Standards



Meets Standards



WisDOT/DSPN Roadside Facilities Asset Record Form



Service Provider/WC: _____

Name of Person Completing: _____ **Date:** _____

NEW	EDIT	INACTIVE
Please go to Asset Name Section Below	Asset Name: Enter Changes Below	Asset Name: Inactive Date:

**** Items in RED are required fields**

Asset Name:		Date:	
Asset Name		Serial #	
Asset Class	FAMIS Admin will enter	Asset Rank	FAMIS Admin will enter
Manufacturer		Model #	
Asset Description	N/A	Vendor	
Asset Safety Comment	N/A	Status Comments	N/A

Location Information:			
Property		Floor	N/A
Space	N/A	Room/Area	N/A
Quantity Available	N/A	Asset Comments	N/A

Warranty Information: Complete as much as possible			
Warranty Contract #			
Effective Date		Expiration Date	
Expiration Contact		Expir Contact Phone	
Warranty Vendor		Warranty PO#	
Maintenance Contract #		Maintenance Vendor	
Contract Expiration Date		# of Days Notify Exp.	

Purchase Information:			
Purchase Date		Purchase Amount	
Estimated Life (yrs)	FAMIS Admin will enter	Purchase Order#	
Est Repl. Cost			

**Please see reverse side for additional information needed.

Please return this form with any attachments, photos, etc to rfwi@dspn.org.

WisDOT/DSPN Roadside Facilities Asset Record Form

Part Detail: Complete as much as possible			
Part #	Description/Size	Qty	Storage Room Area or Location

Motor Detail: Complete as much as possible			
Description		Voltage	
Model #		Frame	
Serial #		Phase	
Manufacturer		Bearing Type/Size	
RPM		FLA	
HP		Drive	
HZ		Other	
Amperage		Other	

Schedule, Procedure, and Additional Comments:			
Frequency of PM: (Please check one)			
Monthly	Quarterly	Semi-Annually	Annually
Starting month of each frequency: (Please select starting month from drop down list) If PM is already established, the established month will be used.			
Amount of time needed for this procedure (in minutes/hours):		Hours	Minutes
Procedures for PM (if not already on file):			



WisDOT/DSPN Roadside Facilities
Equipment & Vehicle Record Form



Service Provider: _____

Name of Person Completing : _____ Today's Date: _____

Section #1

ADD Equipment or Vehicle Record Please complete the information below. **Items in RED are required fields.

NEW Equipment or Vehicle Record Information

Table with 4 columns: Equipment or Vehicle Record Name, Equipment or Vehicle Record Description, Vendor/Purchased From, Manufacturer/Make, Model #, Serial or VIN #.

Purchase Information:

Table with 4 columns: Purchase Date, Estimated Life (yrs), Est Repl. Cost, Purchase Amount, Purchase Order #, FAMIS Admin Will Complete.

Location Information

Table with 4 columns: Property/Site Location, Quantity Available, Floor/Space, Room/Area, N/A.

Warranty Information: Please complete as much information as possible.

Table with 4 columns: Warranty Contract #, Effective Date, Expiration Date, Expiration Contact, Expir Contact Phone, Warranty Vendor, Warranty PO#, Maintenance Contract #, Maintenance Vendor, Contract Expiration Date, # of Days Notify Exp.:

Section #2

REMOVE Equipment or Vehicle Record Please complete the information below. **Items in RED are required fields.

Equipment or Vehicle Record to be Replaced

Table with 4 columns: Equipment or Vehicle Record Name, Manufacturer/Make, Model #, Serial or VIN #.

Once this form is completed, attach any receipts, warranty information, photos, etc., and include with your Monthly Invoicing Submission to the Roadside Facilities Work Program Financial Manager, Susan McCann at smcann@dspn.org



Complete Equipment & Vehicle Record Form:

--The **Service Provider** will complete an **Equipment & Vehicle Record Form** for any **New, Replacement, or Remove** equipment or vehicle records at their respective sites.

- New Record Purchase -- Complete Section #1
- Replacement Record -- Complete Sections #1 & #2
- Remove Record -- Complete Section #2

--Once the form is completed, the **Service Provider** will send the form, along with any receipts, warranty information, etc., with their monthly invoice to the Roadside Facilities Work Program Financial Manager.

Please Note: If the Equipment & Vehicle Record Form(s) are not completed correctly or missing any required information, the form will be return for completion.

Process Workflow Assignments:

--The **Roadside Facilities Work Program Financial Manager** will review the form(s), retrieve the information needed from the form for the system, and will approve for payment.

-- Once the Roadside Facilities Work Program Financial Manager approves for payment, the Equipment & Vehicle Record Form(s) will be forwarded to the Facilities and Asset Management – Specialist at cchesney@dspn.org, CCing the Facilities and Asset Management – Manger at pmsith@dspn.org.

-- Facilities and Asset Management – Specialist will enter the Equipment & Vehicle Record Form information into FAMIS using:

- The Roadside Facilities Master List of Equipment Classes & Equipment Names

-- Facilities and Asset Management – Specialist will upload any attachments into the appropriate locations. If there are questions or additional information needed to upload into FAMIS from the Service Provider, the Facilities and Asset Management – Specialist will make outreach to get the needed information.



I have Forgotten My Password. What do I do now?



Sign In

User Name
patrice.smith

Password

SIGN IN

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Welcome to the WisDOT Facility Services
Integrated Work Management System

Chrome is the best compatible browser for IWMS. Users may experience loss of functionality using other internet browsers

NOTICE: If you need assistance please contact the appropriate administrator:
[Patrice Smith](#) - DTSD Roadside Facilities
[Sri Teja Gollapudi](#) - DBM Owned and Leased Facilities
[Chris Truitt](#) - DBM Leased Facilities
[Cindy Main](#) - DBM Owned and Leased Facilities

Thank you in advance for completing all of the surveys our FAMIS system sends when your work requests are completed.

EMERGENCY WORK ORDERS: An emergency work order is appropriate in the following situations: imminent property damage, significant security risks, or biohazard cleaning. Please consider this when submitting work orders. Thank you.

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From the Login Screen, click on the "Forgot Password" field and then click on SIGN IN.



Request New Password

User Name

Email Address

Submit

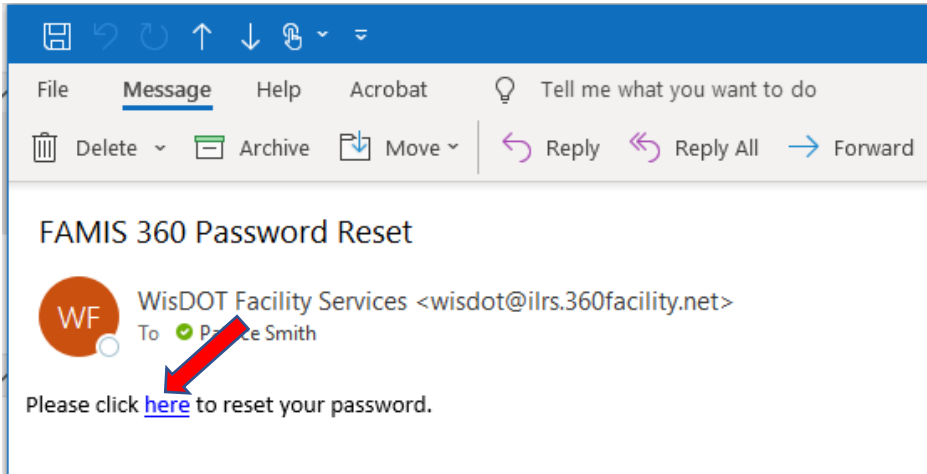
[< Go Back To Login Page](#)

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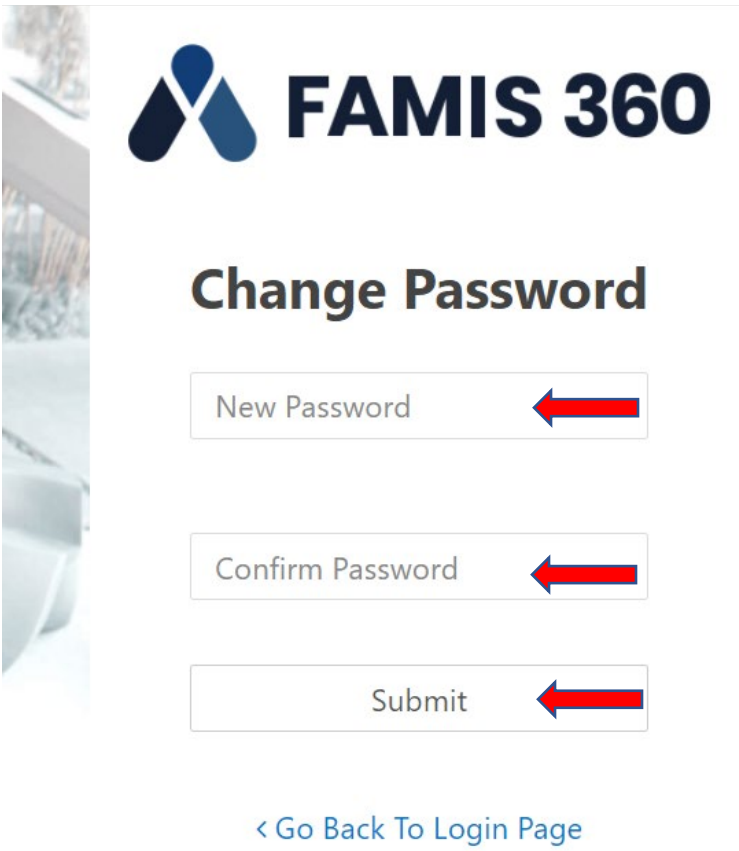
You will be taken to the Accruent Webpage. On this page you will enter your User Name as you would when logging into FAMIS and then enter an email address. Click Submit and then click on Go Back To Login Page.



I have Forgotten My Password. What do I do now? Continued



Once you receive the email, click on the word **here** and you will be redirected back to the Accruent Webpage.



You now can enter a New Password and Confirm the New Password and click on Submit.



I have Forgotten My Password. What do I do now? Continued



Change Password

Password updated.

Go to login page to sign in.

[< Go Back To Login Page](#) 

The Accruent Webpage will change to look like the following. Click on Go Back To Login Page.



**FACILITY Services
ROADSIDE Facilities**

Sign In

User Name

Password

SIGN IN

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You have now been directed to the Sign In screen and can click on SIGN IN to proceed into FAMIS 360.





I Know My Password but want to change it. What do I do now?



Sign In

User Name
patrice.smith

Password
.....

SIGN IN

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From the Login Screen, click on the "Change Password" field and then click on SIGN IN.



Change Password

User Name: patrice.smith

Old Password:

New Password:

Confirm New Password:

indicates a required field

undefined

Enter your Old Password, New Password, and confirm New Password and click on OK.

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I Know My Password but want to change it. What do I do now? Continued



FACILITY Services
ROADSIDE Facilities

Password Changed

OK



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Password

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