

# Snow Removal Procedures

The diocese requires that all sidewalks and steps must be cleared of snow and ice and salted for the safety of our parishioners. Areas must be cleared in time for the 4:30 pm Saturday Mass and prior to the 8:00 & 10:30 Masses and the start of CCD classes on Sunday. These areas include the area in front of the church, the sidewalk on the side of the church, the rectory sidewalk, walks to our Grotto, and sidewalks and steps around the parish center, upper and lower. In the case of a heavy snow, you may need to come two or three times on Sunday, before the 8am Mass, before CCD is dismissed and 10:30 Mass begins, and before Youth Group begins at 5:30pm.

## Supplies & Equipment Information

- Supplies and materials can be found inside the rectory garage. Access is found using the small right garage door.
- A commercial snow blower and an ice spreader are available for use. You must be 21 and older to operate this commercial snow blower. Please be sure you empty the spreader of all salt before storing to prevent damage to the spreader.
- There is a shovel and a bucket of salt located at each entrance of the parish office building, as well as the rectory. Extra salt is stored in the garage.
- If we have a light snow, our weekday sidewalk removal volunteer brought his leaf blower from home – an ingenious idea – which made quick work of his job.
- If you notice that we are running low on supplies, please call the parish office and leave a message of what is needed.

## Reporting of Snow Removal

At the end of your shift, a member of the team must call the office (309-383-4460) and leave a message describing what work you performed, i.e.: removed snow, removed ice, salted areas. Leave the times and dates you were here. This is a diocesan policy and is important for our record keeping.

If you know you will not be able to cover your weekend or part of your weekend, please find a substitute. Names and numbers of team members were mailed to you.

Also, if it is a particularly heavy snowfall and you are able to lend a hand to another team, I'm sure they would welcome the assistance!