



**STANDARD OPERATING PROCEDURE**  
**DEPARTMENT OF PUBLIC WORKS**  
**PROGRAM: SIDEWALK SNOW REMOVAL**

**ISSUE DATE**  
2014-12-04

**APPROVED BY:**

\_\_\_\_\_  
Public Works Director



**PERMIT REQUIREMENT:**

**General:**

THIS SOP IS NOT EXPECTED TO COVER ALL NECESSARY PROCEDURE ACTIONS. OPERATORS ARE ALLOWED TO ADAPT SOPS TO UNIQUE SITE CONDITIONS IN GOOD JUDGMENT WHEN IT IS NECESSARY FOR SAFETY, AND RESPONSIBLE REMOVAL OF SNOW. HOWEVER, ANY CHANGES OF ROUTINE OPERATIONS MUST BE AMENDED IN THIS SOP.

**1. RATIONAL:**

- a) It is important that cities establish a program for safe, effective and responsible removal of snow from sidewalks.

**2. SIDEWALK SYSTEM:**

- a) There is over 20 miles of sidewalk the City is responsible to plow.
- b) A program map is attached to this SOP and a copy is also filed behind the seat.  
See 2014-12-03 Sidewalk Snow Removal Map.PDF in this SOP file.

**3. EQUIPMENT:**

- a) John Deere X749
- b) Truck and trailer
- c) Hand shovels

**4. PROCEDURE:**

- a) Pre-season inspection, including but not limited to:
  - Pre-season mechanical check and review machinery controls per the John Deere Series X749 Tractor Operators and Accessories Manuals.  
X749 Operator Controls:  
[http://manuals.deere.com/cceomview/OMM157071\\_K7/Output/OMM157071\\_K76.html#2995135](http://manuals.deere.com/cceomview/OMM157071_K7/Output/OMM157071_K76.html#2995135)
  - X749 Operating:  
[http://manuals.deere.com/cceomview/OMM157071\\_K7/Output/OMM157071\\_K77.html#2988008](http://manuals.deere.com/cceomview/OMM157071_K7/Output/OMM157071_K77.html#2988008)
  - 54" Front Blade Operator Controls: See OMM126795 A6 Operators Manual in this SOP file.
  - 47" Quick Hitch Snowblower Controls: See OMM145749 E2 Operators Manual in this SOP file.
- Inspect the sidewalk routes by conducting a dry run; identify hazards or potential liabilities including but not limited to: sidewalk damage and high spots; fences extending into sidewalk; existing fence damage (take pictures and file in S drive with SOP per year); tree limb and



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shrubby conflicts, utility conflicts.

- b) Pre & Post trip inspection prior to leaving garage, including but not limited to:
  - Pre: Back up warning system, lights, blade depth, plow connections and the primary tractor and accessories operation maneuvers.
  - Post: Write up any maintenance issues recognized during operation.
- c) Generally, snow removal notification will be by an on call basis by the supervisor of the program or assigns.
- d) Generally do not apply salt during the initial snow removal operation. This is necessary for financial and environmental responsibility. Determine the sidewalks warranting salt by a follow up inspection on a case basis. Usually this will be along sidewalks where fences are blocking the direct sun and during times with extended freezing temperatures are forecast.
- e) Watch weather forecast and keep the machinery mobilized for snow removal through each storm event which could be multiple days.

**5. MAINTENANCE PROCEDURE:**

- a) Following each storm event empty the spreader and wash down all the equipment. Park equipment in the garage and have all equipment and materials ready for mobilization but do not add salt until the storm is upon us.

**6. TRAINING:**

- a) Train employees upon hire and a refresher each year prior to snow removal season
- b) Training Material:
  - Sidewalk and Snow Removal SOP
  - John Deere X749. Review material in Parts 4, 7, Introduction to 8.

**7. SAFETY:**

- a) Be aware pathway hazards, including but not limited to: pedestrians(during vehicle forward and reverse maneuvers), fences, utility poles, vehicles
- b) Equipment: Coveralls or bibs, coat, gloves, hats, winter boots, ear plugs and clear safety glasses
- c) John Deere X749 Safety:
  - John Deere X749 Safety Labels:  
[http://manuals.deere.com/cceomview/OMM157071\\_K7/Output/OMM157071\\_K74.html#3051395](http://manuals.deere.com/cceomview/OMM157071_K7/Output/OMM157071_K74.html#3051395)
  - John Deere X749 Safety Manual:  
[http://manuals.deere.com/cceomview/OMM157071\\_K7/Output/OMM157071\\_K75.html#2992172](http://manuals.deere.com/cceomview/OMM157071_K7/Output/OMM157071_K75.html#2992172)

**8. PUBLIC RELATIONS:**

- a) Communication with the public politely. When disagreements occur offer a copy of this SOP and invite them to speak the supervisor over this program.
- b) When damage as occurred invite the public to file a Notice of Claim/Injury Form and allow that legal process to determine accountability.
- c) Refer sidewalk complaints for privately maintained sidewalks to Code Enforcement.

**9. X749 OPERATORS MANUAL COMPLETE:**

[http://manuals.deere.com/cceomview/OMM157071\\_K7/Output/Index.html?TM=HO](http://manuals.deere.com/cceomview/OMM157071_K7/Output/Index.html?TM=HO)  
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