**Sample Snow and Ice Removal Log**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Building Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current Temperature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Precipitation: ☐** Snow ☐ Sleet ☐ Freezing Rain ☐ Rain

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Area | Type of Treatment | | | | | | Time | | |
| Plow | Blow | Shovel | Salt | Sand | Ice Melt | Time | a.m. | p.m. |
| Stairways/Steps | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| Sidewalks/Walkways | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| Entrance/Exit | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| Ramps | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| Parking Areas | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |  | ☐ | ☐ |
| Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |  | ☐ | ☐ |
|  | | | | | | | | | |
| Person Completing Log: | | | | | | Title: | | | |
| Start Time: | | ☐ a.m.  ☐ p.m. | | Finish Time: | | | | ☐ a.m.  ☐ p.m. | |
| \*Comments: | | | | | | | | | |
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***Chart should be completed the days during and after snow, until all is melted***

***THIS FORM IS MERELY SUGGESTIVE. YOU MAINTAIN YOUR OWN FORMS AND CAPTURE ADDITIONAL INFORMATION***

\* Comments should focus on the condition of the premises after snow removal, complaints from residents, accidents, unusual circumstances

NOTE: Snow removal may be conducted by different means: By Hand; By hand driven plow and by vehicle/truck plow. Please maintain logs for each type of removal.

Consider photo records.