

# TRADE CENTER SNOW REMOVAL POLICY

as of October 2019

This policy in an attempt to provide snow removal to facilitated traffic flow, parking, and access to businesses within the budget constraints of the Association and **it assumes that Owners / Tenants will supplement these basic contract services as indicated in this Policy.**

**NO SNOW REMOVAL IS PROVIDED FOR ACCUMULATIONS LESS THAN ONE INCH  
NO SNOW REMOVAL ACTIVITIES ARE SCHEDULED BETWEEN 8 AM AND 6 PM**

<b>Snow Condition 1</b>	<b>Accumulation of snow up to 1”, snow dusting, drifting, or blowing snow</b>	<b>Tenants <u>sweep</u> the sidewalks at their own property. No SRC.</b>
<b>Snow Condition 2</b>	<b>Accumulation of snow beyond 1”</b>	<b>SRC will remove snow from traffic and parking areas, clear walks <u>in front of buildings</u>, and gravel traffic and parking lots <b>IF</b> icy conditions persist.</b>

*\*SRC = Snow Removal Contractor*

**Snow removal will be scheduled early in the morning Monday thru Saturday.** The timing for snow removal on weekends, however is determined by the site conditions and the weather forecast. Walks and parking adjacent to buildings will be cleared **first** followed by other parking areas and drive lanes. The areas to the rear of the buildings including a clearing at the back doors are the responsibility of the Owner / Tenant. In general, snow removal crews will leave the site when they can no longer be efficient with their equipment and return in the evening when most of the vehicles are cleared out. If drifting occurs during the day, property Owners / Tenants are expected to keep their own sidewalks clear until the snow removal contractor returns. **Property Owners are required to provide ice melt (NOT salt) and / or sand to their Tenants.** Salt Guard available at Reimers Kaufman is recommended for ice control. Sand buckets are positioned throughout the LTC for Tenant use. Tenants are **required** to “maintain” **their (\*)** sidewalk and the parking surfaces immediately adjacent to their property, by routinely clearing and sanding as required, to minimize hazardous conditions. Sanding of drive lanes and parking lots is provided by the Association when icy circumstances persist BUT sanding between vehicles is often most effective when handled by tenants.

**To optimize the efforts of the snow removal crews, the sequence and schedule cannot be altered or tailored to specific Owner / Tenant preferences. Please do not attempt to redirect the efforts of snow removal contractors while they are on site.**

When measurable snow is likely, “overnight vehicles”, including trailers, are to be **MOVED OFF SITE** if at all possible, **OR** moved to the **designated snow emergency parking zone** adjacent to the central mail drop boxes or the **designated snow emergency parking zone** across from the 6130-6200 Building. Those areas are clearly marked with signs. If vehicles parked in the common areas create an obstacle for initial snow removal, Tenants must finish the snow removal task when their vehicle is moved. **The Association reserves the right to tow vehicles and assess for subsequent snow removal if liability or safety is determined to be a concern.** The snow removal contractor will clear only accessible areas and will **not** unlock gates, shovel around vehicles, shovel around Owner / Tenant enhancements encumbering the walkways, shovel walkways between buildings, or move obstacles. Snow removal is contracted annually by the Board of Directors. **Property owners are asked not to contact Krueger Development or the snow removal contractor (SRC) regarding snow removal.** Also note that the entry street, South 58<sup>th</sup> Street, from Old Cheney to the first intersection is City property and is NOT maintained by SRC. Please direct complaints regarding this area to the City Department of Public Works.

**\* The sidewalk in front of each tenant space, as well as walks on the sides and back, is part of the “Owners / Tenant’s property” for which the Owner is required to have liability insurance in place. It is NOT part of the Commons nor insured by the Association.**

If you have any questions or concerns regarding any of the above items, please feel free to contact the Association at [LincolnTradeCenter@aol.com](mailto:LincolnTradeCenter@aol.com). Please provide detailed information i.e. contact name, address, phone number, time and specific concern. Your input is important to assure that the SRC’s are providing the service for which they have been retained.

**Lincoln Trade Center Association 6040 South 58<sup>th</sup> Street, Suite 2 Lincoln, Nebraska 68516**

# LET IT SNOW ?

**To shovel or not to shovel! THAT is the question this time of year.**

When the first winter snow blankets the Trade Center, snow crews are contacted and the process of clearing the sidewalks and drive areas begins. At our own homes this is a simple process and within an hour our drive is clear and we launch our vehicle onto a network of streets, some cleared but most not, with the expectation that the sidewalk and parking spaces in front of our office are free of snow and ice.

TV stations broadcast weather predictions and run video of City crews getting the streets ready for an impending snow storm. At the Trade Center, we also touch base with both snow crew leaders and monitor the weather. If we begin the day with less than an inch of snow, most Trade Center tenants shovel their sidewalks and spread a little gravel. If the snow continues to accumulate, snow crews are scheduled to begin a more aggressive clearing process as soon as a majority of the vehicles have left the site . . . generally around 6 pm. In the interim, tenants continue to clear their sidewalks to minimize slip/fall events.

**The dilemma, especially at the beginning of the snow season, is "to shovel or not to shovel".** During the last few weeks, we have experienced light snow without much accumulation. Gravel was spread in the traffic lanes to improve traction. Most Tenants cleared their sidewalks and in general it was business as usual. Sand buckets have been strategically placed around the Trade Center to minimize slip/fall events.

**The current Association Snow Policy is posted at . . .[LincolnTradeCenter.com](http://LincolnTradeCenter.com).**

The snow removal process usually begins at 2 am and continues until around 8 am, when vehicles begin to make operation of the large trucks ineffective. If there remains a need for snow removal, the crews return after hours to finish the task. *Regardless of the snow status, there is no exception to having all sidewalks, including vacant properties, cleared in a timely manner.*

Snow removal is not only a large task but an expensive process. The Association spends approximately \$650 - \$700 per inch of snow for this task and the process takes many people many hours. As Association members, we all can do our part to keep the Trade Center safe and accessible by keeping our sidewalks and adjacent parking areas clear and free of snow and ice AFTER the initial snow removal process has been completed. Also keep in mind that the sidewalk in front of your business is YOUR property for which you should have liability insurance in place.

A few reminders.

1. It is essential that **ALL sidewalks** are cleared of snow **all the time**. Owners/Tenants must assume responsibility for keeping pedestrian areas clear and safe, not just a narrow path to their front door. Vacant occupancies need to be cleared too ! Snow and ice on "your" sidewalk are a slip / fall hazard which is preventable if each property Owner / Tenant takes this responsibility seriously.
2. When a significant snow storm is forecast, there are two **snow emergency parking zones** posted where vehicles that remain on site are to be parked overnight. To provide effective snow removal, the parking areas must be cleared of vehicles during the snow removal process.
3. **This memo is sent to members of the Association only. Owners are responsible for forwarding this information on to their Tenants.**
4. **In 2016 the Association has gone "digital"** to improve communication to and from the membership. **Please discontinue telephone calls, telephone messages, or emails** to 420-1600, 420-1700 or 420-7711 as well as emails to the [planmanllc@aol.com](mailto:planmanllc@aol.com). **All communication should be directed to . . . [LincolnTradeCenter@aol.com](mailto:LincolnTradeCenter@aol.com).**

**MEMO 1 - 04 January 2016 - Lincoln Trade Center Association**

**Lincoln Trade Center Association 6040 South 58<sup>th</sup> Street, Suite 2 Lincoln, Nebraska 68516**

## FYI SUPPLEMENTAL INFORMATION

Hello,

Would you clarify the Trade Center's Snow Removal Policy in regards to the following statement:

Tenants are required to "maintain" their (\*) sidewalk and the parking surfaces immediately adjacent to their property, by routinely clearing and sanding as required, to minimize hazardous conditions.

Does the above mean that it is the tenant's **responsibility to remove snow (clearing)** from the sidewalks and the adjacent parking spots, OR does it mean that the tenant is **responsible for spreading ice melt and sand** on the sidewalks and adjacent parking spots?

Likewise, does your snow removal crew remove snow from our sidewalks and adjacent parking spots? Or is snow removal from these areas our responsibility 100%?

I understand from the policy that the sidewalks are not part of the Commons and are not insured by the Association. **Does the Trade Center Association have liability insurance for the parking spots in front of the space that we rent?** Or is this also the Owners responsibility?

Never too early to think about snow, huh?

Ann Seacrest  
MilkWorks

Ann . . . good morning !

*Here is my "thumbnail" version of the snow policy. Please let me know if this sufficiently responds to you questions. Also, always open to suggestions to improve. djl*

Snow removal has been accomplished the same way for years but there is still confusion about the "process". The snow removal policy is posted on the Trade Center website . . . [lincolntradecenter.com](http://lincolntradecenter.com)

1. **If there is an accumulation of 1" or more**, the sidewalks and drives are cleared **one time** by the snow removal contractor. **Snow removal begins when the snow fall has ended which in and of itself creates its own set of problems. If the snow fall continues into the business hours it is likely that no contract snow removal will begin until 6pm. This usually means that businesses make an attempt clear their own walks or at least access to their front door. It is Association policy not to "chase snow" i.e. move snow while it is snowing. You might be interested to know the snow removal costs about \$650-\$700 per inch every time it snows.**
2. **If the accumulation is less than 1"** owners are required to clear and maintain the sidewalks adjacent to their property and if they wish the parking spaces. Sanding is always recommended and if the sand buckets run low, inform the Association that you need more sand / gravel.
3. **After the initial snow removal** the owners are asked to maintain the sidewalks and parking areas in a manner that minimizes slip and fall accidents using the sand that is provided in the orange buckets and by shoveling as necessary. The use of ice melt should be with a product that does NOT include rock salt. Rock salt will over time destroy the surface of the concrete.
4. **Snow removal is a systematic "process"**. The process usually begins at 2 am clearing the sidewalks and the first 10' of the parking area i.e. clearing from the buildings out. The second phase begins a couple hours later with trucks to complete the clearing of the parking areas and the drive lanes. The contractor is instructed to suspend snow operations between 8am and 6pm when automobiles are on site.

5. Note that the contractors will stay clear of any vehicles parked on site outside the **"snow parking" zones** which means that the drifts left as a result remain even when the vehicle is later moved. Also note that snow is piled in locations that do not contribute to melting on walking or parking surfaces i.e. to avoid ice.
6. **Owners should be aware of their property line and provide liability insurance accordingly.** Usually, but not always, the property line is near the leading edge of the roof overhang. No snow removal is provided in between adjacent buildings or at the rear of any buildings. The property beyond the individual properties is called "the commons" for which the Association has secured insurance. It is in the best interest of the Owners to be vigilant concerning slip and fall risks on property for which they have title.
7. **IF Your space has unique features i.e. steps and handrails,** these are particularly hazardous areas and surfaces for which vigilance will be required.

Thanks for your quick response!!!

I believe you answered my first question: Yes, the TCA removes snow from the sidewalks and parking spots according to their "plan" and Owners are responsible for sanding and "ice melting" these areas to help maintain them.

Not sure if you answered my second question: I understand from the policy that the sidewalks are not part of the Commons and are not insured by the Association. **Does the Trade Center Association have liability insurance for the parking spots in front of the space that we rent?** Or is this also the Owners responsibility?

Thanks for your help! Snow removal is always a pleasant part of living in Nebraska :-)

Ann

In general, all parking is in the Commons for which the Association maintains liability insurance. With your permission, I would like to post this information on our web site because I don't believe your questions are unique. OK with you ?