

Title: 500/600 Shop Rain Event Protocols and Procedures
Department: Grounds, Custodial & Events
Effective Date: February 26, 2019

PURPOSE

To provide guidelines and clarify procedures for Physical Plant Management (PPM) Grounds and Custodial personnel in preparation for and anticipation of a rain event that will negatively impact the campus community.

The following operating procedures are necessary in coordinating services and activities that insure a safe and secure environment, with minimal impact/disruption to the campus community.

RESPONSIBILITY

Grounds and Custodial Managers are responsible to ensure that all possible rain preventative measures are taken, and that the correct channels of communication and coordination are followed as noted under *Procedures* below.

Managers are further charged with reviewing any specific requests in a timely manner, and to coordinate with Shop personnel and other PPM departments as necessary, to ensure adequate measures are taken to anticipate potential problems. All efforts to mitigate the effects of a severe rain event should be coordinated through Grounds and Custodial Managers and Leads. Administrative support is available to help coordinate as required.

PROCEDURES

The following protocols and procedures should be observed:

1. General Preparation

In the days preceding a predicted rain event, campus drainage channels, storm drains, gutters and potential trip hazards (work site locations, busy foot traffic areas etc.) should be checked and cleared or cordoned off as necessary. This may involve walk-throughs with other Shops.

(Note: These areas should be part of PPM Grounds personnel inspections during regular shifts).

2. Grounds Preparation

a) Clothing: Rain Gear (jackets, pants, boots etc.) should be checked out of the Distribution Center and be made available to all Grounds personnel.

b) Materials: Sand bags, plastic sheeting, rain bridges (where/when appropriate) and wet floor signage should be readily available to be deployed at strategic locations.

c) Areas of Concern:

i) Potential flooding: Areas prone to flooding include, but are not limited to, south/west Manzanita Lawn, north side of Bookstein Hall, current construction sites, and all pathways/roads with slope, incline, gradient, pitch or rise that may be considered a potential problem area in the event of a heavy rain event.

ii) Strategic Materials Placement: Rain bridges and sand bags should be placed at recognized problem areas around campus. Grounds personnel should work with custodial staff to locate and deploy wet floor signs at entrances to elevators at parking structures.

iii) All staff should be aware of the location of materials/supplies that are available for deployment to strategic locations (i.e. Grounds Shop, Sierra Tower etc.)

Note: Distribution Center and Grounds Shop inventory checks should be carried out by the Grounds Manager and/or Leads on a regular basis.

[A full list associated with items 2a, 2b & 2c are contained in Appendix A]

3. Custodial Preparation

a) Buildings/Entrances: Custodial staff should have wet floor signs at every entrance before the end of the graveyard shift (8:30am) or at the start of the night shift (4:00pm) the day of the rain event. Walk-off mats should be in place at all entrances.

b) Materials: Isidro Ortiz (or current Lead custodian) and 590 team should have access to all materials including signage, wet & dry vacuums, fan heaters, and plastic sheeting in case of interior building leaks that occur between 8:00am and 4:30pm, Mon/Fri.

c) Areas of Concern: Problematic areas include Bookstein Hall, 1st floor atrium, Bookstore north entrance, Oviatt Library Garden level, north/west doors to Sierra Hall, and University Hall breezeway and stairs. 590 Shop Manager & Lead(s) should coordinate with PPM Work Control to address building/room leak call-outs between 8:00am and 4:30pm, Mon/Fri.

[A full list associated with items 3a, 3b & 3c are contained in Appendix A]

4. General Communication

a) Correct channels of communication between PPM departments should be observed where multi-trade services are required (e.g. situations that impact MEP). Grounds and Custodial Lead radio numbers should be provided to Work Control for call-out deployments.

b) In the case of severe rain storms that involve partial road or building shutdowns, emails should be circulated to the campus community detailing the extent of the shutdown, alternative routes, and expected duration of the closure(s).

c) An abridged version of these protocols, including contact information, should be made available on the PPM website.

All efforts should be made to anticipate a rain event and to mitigate problems as and when they arise. The safety and security of the campus community is paramount.

APPROVED



Jason R. Wang, Senior Director

07-10-19
Date

APPENDIX

Appendix A: Grounds/Custodial Preparation List

SOP: Rain Event Protocols/Procedures List

Rain Wear

Items	Location
Rain Gear Jackets (Slickers)	Distribution Center
Rain Gear Pants	Distribution Center
Rain Hats	Distribution Center
Rain Boots	Distribution Center
Work Boots	P.P.E. Standard

Materials

Items	Location
Sand Bags	Distribution Ctr/Sierra Tower
Plastic Sheeting	Distribution Ctr/Sierra Tower
Rain Bridges	Grounds Shop
Walk-off Mats	Distribution Center
Wet/Dry Vacuums	Distribution Ctr./500 Shops
Fan Heaters	Distribution Center
Mops/Rags etc.	500 Shops
Floor Squeegee	Distribution Center

Areas of Concern

Exterior	Area/Action
S/W Manzanita Lawn	Potential flooding (sidewalks)

Interior	Area/Action
Bookstein Hall, 1st Floor Atrium	Wet Floor signs etc.

SOP: Rain Event Protocols/Procedures List

N. side Bookstein Hall (Construction Area)	Potential flooding	Buildings Entrances (all)	Walk-off mats
S/W Lawn @ Manzanita N. of laydown yard	Flooding/drainage along Orange Grove	Interior Leaks	Mop/Plastic Sheeting as needed
S/E corner Live Oak along Matador Walk	Potential flooding	Education Atrium, 1st Floor	Wet Floor signs etc.
W. edge lawn @ NCOD near gate arm	Drainage/puddling under Ficus trees		
Oviatt Library Garden Level	Drainage/flooding		
University Hall Breezeway/Stairs	Water slip hazard		
Building Entrances (All)	Water slip hazard		
Construction Sites (All)	Mud/Water Flow/Drainage		
Roads/Pathways (All)	Drainage/flooding		