



# Maintenance & Operations Department SOP for Inclement Weather

<u>EVENT / DATE</u>	<u>ACTIONS</u>
<b>Annually October</b>	<b>General Maintenance conducts annual roof top cleaning:</b> <ol style="list-style-type: none"><li>1. Clean All Drains</li><li>2. Remove Any Debris</li><li>3. Repair Any Clogs</li><li>4. Replace Drain Grates (as needed)</li><li>5. High-Pressure Drain Flush</li></ol> <b>Grounds Department conducts annual hard/landscape cleaning:</b> <ol style="list-style-type: none"><li>1. Clean Out Storm Drain Grates</li><li>2. Remove Any Debris</li><li>3. Repair Clogs (inspection by camera, roto clog, repair)</li><li>4. Replace Damaged Grates (as needed)</li><li>5. High-Pressure Drain Flush (for drains with history of clogging)</li></ol>
<b>Pre-Storm Event</b>	<b>Maintenance &amp; Operations begin storm preparation:</b> <ol style="list-style-type: none"><li>1. Order/Re-Order Sand Bags (Open PO with Vendors)</li><li>2. Order/Re-Order Sand (Open PO with vendors)</li><li>3. Pre-stage 16 sets of 15 Sand Bags for Use</li></ol>
<b>Storm Event</b>	<b>Mobilize Storm Maintenance Teams:</b> <b>Staffing = 4 Teams of 8 Deployed as 4-Two Man Teams</b> <ol style="list-style-type: none"><li>1. Teams Assigned 8-11 Sites Each</li><li>2. Primary - Drive to sites that have history of flooding</li><li>3. Secondary - Drive all other sites, inspect for flooding</li><li>4. Respond to calls of leaks, flooding, drainage or damage</li><li>5. Assess restoration - grounds, plumbing, general maintenance</li><li>6. Notify City EOC of city road flooding as a courtesy</li></ol>
<b>Post-Storm Event</b>	<b>Ensure continuity of operations of all physical plants</b>