

Work Descriptions & Priorities – Walkway Snow Removal

Work Description:

Airside Walkways

- All the snow must be cleared from between the white lines & areas specified on the Walkway Snow Removal Map. In the event that the painted walkway lines do not line up with the aircraft door(s), the contractor must clear walkways to the required aircraft door(s). Surfaces must be, either bare, wet or not slippery.
- All snow from the arrivals ramp must be removed onto the Apron or to the east of the handrail.

Groundside Walkways

- In heavy snow conditions, a 7ft wide path starting from the edge of the curb shall be cleared of snow and/or sanded or de-iced. In all other conditions, the entire sidewalk surface (as outlined on the Snow Removal Map) shall be cleared of snow and/or sand or de-iced.
- The snow must be shoveled off the sidewalk one meter from the curb. Initially in the morning snow should be removed from the terminal groundside walkway first so the loader can remove that snow from the terminal frontage area.

Ticket Booths

- Snow/ice shall be removed from the entrance of the ticket booths. The inside of the ticket booths shall be cleared of snow and, sanded or de-iced.
- One meter around the outside perimeter of the ticket booths shall be cleared of snow and, sanded or de-iced.

Smoking Booths

- Snow/ice shall be removed from the entrance of the smoking booth. The inside of the smoking booth shall be cleared of snow and, sanded or de-iced.
- One meter around the outside perimeter of the smoking booth shall be cleared of snow and, sanded or de-iced.

Baggage Corral

- Snow/ice shall be removed from the entrance of the baggage corral. The inside of the baggage corral shall be cleared of snow and, sanded or de-iced.
- One meter around the outside perimeter of the baggage corral shall be cleared of snow and, sanded or de-iced.

Contractor Responsibilities:

1. It is the Contractor's responsibility to monitor and maintain the airside and groundside snow removal areas to the specified requirements.
2. Airside walkways must be checked prior to every arriving and departing passenger flight. They must be checked with enough time to have the walkways cleared of snow and/or de-iced before the airplane reaches its stall on the apron. The walkways must be bare/wet/not slippery.
3. Groundside walkways and sidewalks must be checked prior to every arriving and departing passenger flight. They must be checked with enough time to have the walkways cleared of snow and/or de-iced before passengers start arriving at the terminal.
4. Sand/ice melt/sodium formate buckets levels must be maintained.
5. Times may change subject to airline flight schedule.
6. **SAND OR ICE MELT ARE NEVER TO BE USED AIRSIDE.**

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7. Northwest Regional Airport will provide sand and de-icing materials for sole use at the Airport.
8. The contractor will provide snow removal equipment(snow blower, sand/ice melt spreaders, power broom) in good working order.
9. Appropriate winter clothing, footwear and a reflective vest are to be worn at all times.
10. Initial training provided by airport staff (areas to be cleared, use of chemical spreader, SMS).
11. Contractor and employees will completed an online Safety Management System "SMS" course, facilitated by the airport.

Other Information

1. Do not leave the snow blower unattended groundside.
2. Do not leave the snow blower where it is in the way airside.
3. Do not blow snow in areas where it should not be.
 - a) If the apron has already been cleared of snow by the trucks and sweepers, call the operations supervisor on the radio and ask where to put the snow.
4. Do not blow snow close or towards an aircraft or its equipment.
5. Do not blow snow towards vehicles or people.
6. Stay behind yellow apron lines when aircraft engines are running.
7. When airside, do not interact with or touch passengers, flight crew or AVID staff.
8. Do not touch any piece of the aircraft, stairs or baggage even if someone asks you too.
9. Do not let anyone back through the airside arrivals door.
10. Do not leave anything airside in a place that it could blow onto the apron or get in the way of snow removal or doing snow removal.
11. No iPods, music devices or gaming devices allowed while doing snow removal.
12. Be available on the radio while you are on site, even during your breaks or meal time.
13. If you have a question relating to the job you are doing call the supervisor on the radio or operations cell (250.615.7636) to find out the answer. After hours call Manager of Operations (250.641.2943)
14. Use common sense.
15. Wear the appropriate clothing, footwear and safety equipment for the job being done and the weather conditions.
16. Always make sure when you go through a door that leads to airside that it is closed and locked after you go through it.
17. Do not use sand or ice melt airside.
18. Keep the Sand/Ice melt spreader groundside at all times. Store it in the groundside garage on the west side of the ATB, by the cargo loading area.
19. Always watch out for heavy equipment working around you. Stay away from it.
20. Do not walk behind a piece of working heavy equipment. The operator may not see you.
21. No smoking Airside.
22. If an airline employee complains about an area that is not required in the contract to be cleared of snow and/or de-iced, tell them to call the Operations cell phone (250.615.7636).
23. Make sure the yellow curb line is not slippery on groundside.
24. Always keep Sodium Formate and Sand/Ice Melt Spreader full.
25. Always keep the Sodium Formate bag closed so that snow and/or rain does not get into the bag.
26. Call operations supervisor (250.615.7636) if the gas can for the snow blower is getting low (before it is out completely).





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Work Priorities/Descriptions

Goal: Maintain walkways and sidewalks to a non-slippery, safe condition for the public and staff.

Priority of Work to Be Done:

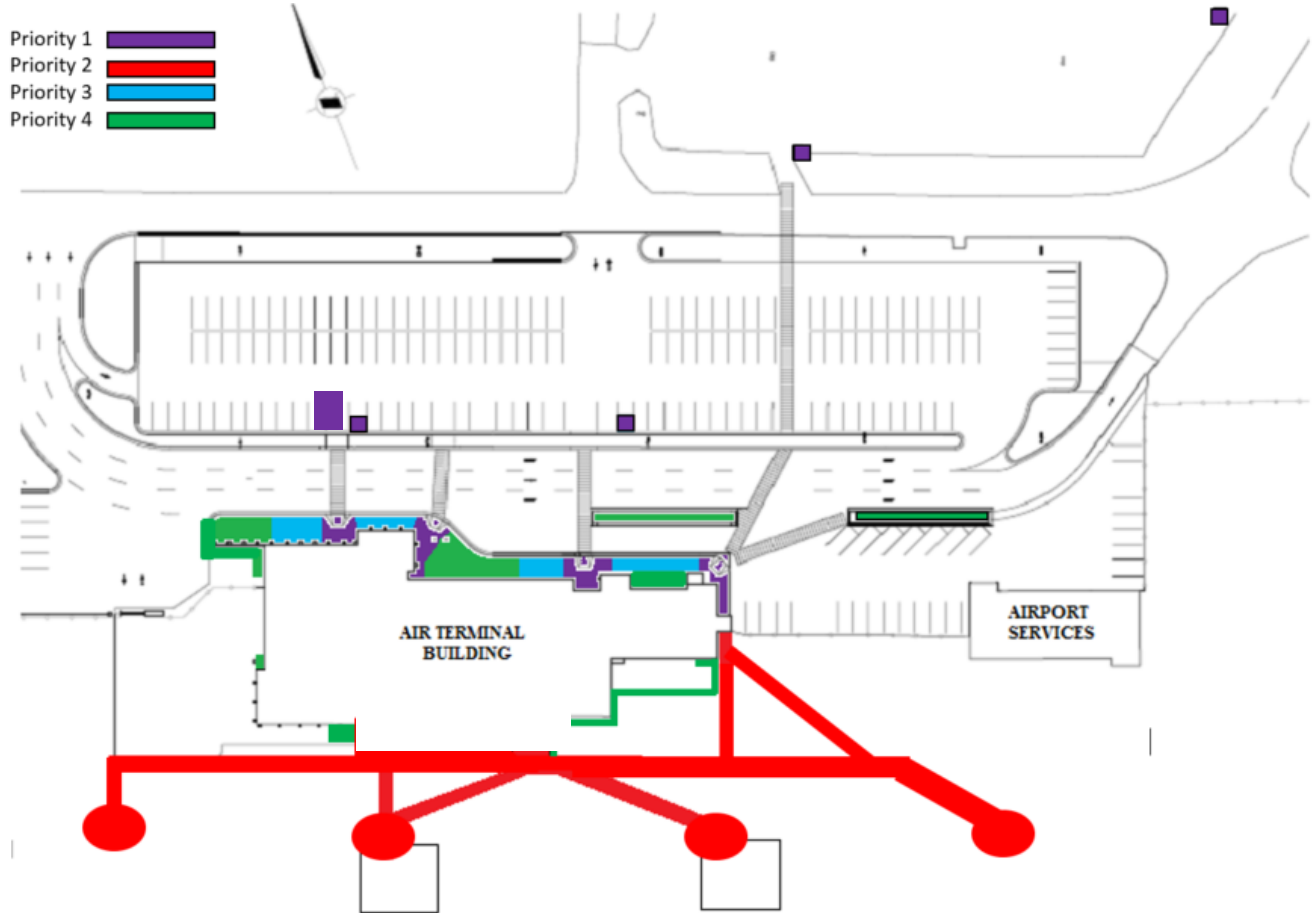
-  1. Groundside Entrances, Ticket Booths, Smoking Booth, Baggage Corral
 - Groundside entrances are to be cleared of snow and/or sanded/de-iced if required, maximum ½ inch of snow if sanded and not slippery.
 - Ticket booth, smoking booth and baggage corral entrances are to be cleared of snow and/or sanded/de-iced if required, maximum ½ inch of snow if sanded and not slippery.
-  2. Airside Walkways
 - Airside walkways are to be cleared of snow and/or de-iced if required.
 - Airside walkways must be checked and not be slippery for passengers getting on and/or off the aircraft.
 - Airside walkways should be cleared of snow and/or de-iced as close as possible to the aircraft landing, but with enough time to have the walkways cleared of snow and/or de-iced before the aircraft reaches its stall on the apron.
 - Check with the applicable airline to see when they will be boarding and which aircraft stand they will be using so that the appropriate walkways will be cleared of snow and/or de-iced before the passengers start boarding the aircraft.
-  3. Groundside Walkways
 - Groundside walkways are to be cleared of snow and/or sanded/de-iced if required, maximum ½ inch of snow if sanded and not slippery.
-  4. Groundside Walkways, Island Walkways, Cargo Doors, Hold Room Emergency Exit Door & Arrivals Ramp West
 - Groundside walkways are to be cleared of snow and/or sanded/de-iced if required, maximum ½ inch of snow if sanded and not slippery.
 - Island walkway is to be cleared of snow and/or sanded/de-iced if required, maximum ½ inch of snow if sanded and not slippery.
 - Cargo doors are to be cleared of snow and/or sanded/de-iced if required, maximum ½ inch of snow if sanded and not slippery.
 - Hold room emergency exit door is to be cleared of snow and/or de-iced if required. DO NOT SAND AIRSIDE
 - Arrivals ramp West must be cleared of snow after each snow event. Snow must not be left to melt and drain across walkways and the turn to ice. All snow must be removed to the east of the handrail.

NOTE: Although Groundside areas colored purple are Priority (as passengers arrive earlier than A/C does to check in, you must ensure you stop and move to airside when necessary before A/C arrives.)

- When arriving check in with the Operations Supervisor at 250.615.7636 or by radio.
- Stay until the last flight arrives and all the passengers have de-planed (check with airline agents at the airline counters to see if there are any late flights).
- Prior to leaving contact Operations Supervisor at 250.615.7636 or by radio.

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The Contractor Initials: _____



Signatures:

Authorized Signatory
Terrace-Kitimat Airport Society
Date: _____

and

Authorized Signatory
Date: _____

The Society Initials: _____

The Contractor Initials: _____