

Work Descriptions & Priorities – Walkway Snow Removal

Work Description:

Groundside Entrances & Cargo Door Entry

- All entrances (Departures, Arrivals, Vestibule, Admin, Cargo Area) - Entrances are to be cleared of snow and/or sanded/de-iced
- In heavy snow conditions, a minimum of a 7 feet wide path starting from the edge of the curb shall be cleared of snow and/or sanded or de-iced.

Short-Term Lot Ticket Booth

- Snow/ice shall be removed from the entrance of the ticket booth in the short-term parking lot. The inside of the ticket booth shall be cleared of snow and sanded or de-iced.
- One meter around the outside perimeter of the ticket booth shall be cleared of snow and sanded or de-iced.

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.
- 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.
- The contractor will coordinate with operations whenever possible to ensure the most effective snow removal from the Apron walkway areas.

Groundside Walkways

- In heavy snow conditions, a minimum of a 7 feet 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.
- The contractor will coordinate with operations whenever possible to ensure the most effective snow removal from the walkway areas. YXT maintenance will try to ensure they plow the roadway as soon as possible after the sidewalks are plowed to the one-meter mark from the curb.

Long-Term Lot Covered Walkways

- The inside of the covered walkways in the long-term parking lot shall be cleared of snow and sanded or de-iced. (i.e., snow drifts, slippery areas)

Smoking Booth

- 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.

Groundside Island Walkways

- All groundside island walkways are to be cleared of snow and/or sanded/de-iced.

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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 schedules.
6. **SAND OR ICE MELT IS NEVER TO BE USED AIRSIDE.**
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 brooms) in good working order. A quad with a snowplow is recommended.
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 chemicals, etc.)
11. Contractor and employees will complete an online Safety Management System "SMS" course and an online Security 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 into undesignated areas.
 - a) If the apron has already been cleared of snow by the trucks and sweepers, call the YXT Operations Chargehand on the radio and ask where to put the snow.
4. Do not blow snow close to 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 ground staff.
8. Do not touch any piece of the aircraft, stairs, or baggage even if someone asks you to.
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.
11. No Air Pods, music devices, or gaming devices are 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 YXT Operations Chargehand on the radio or operations cell (250.615.7636). After hours call the Manager of Airport Terminal Services (250.635.2174).
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 the airside that it is closed and locked after you go through it.
17. 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.
18. Always watch out for heavy equipment working around you. Stay away from it.
19. Do not walk behind a piece of working heavy equipment. The operator may not see you.
20. No smoking Airside.
21. 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).

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22. Make sure the yellow curb line is not slippery on groundside.
23. Always keep Sodium Formate and Sand/Ice Melt Spreader full.
24. Always keep the Sodium Formate bag closed so that snow and/or rain does not get into the bag.

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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:

Priority #1  – **Groundside Entrances, Cargo Door Entry, Short-Term Lot Ticket Booth**

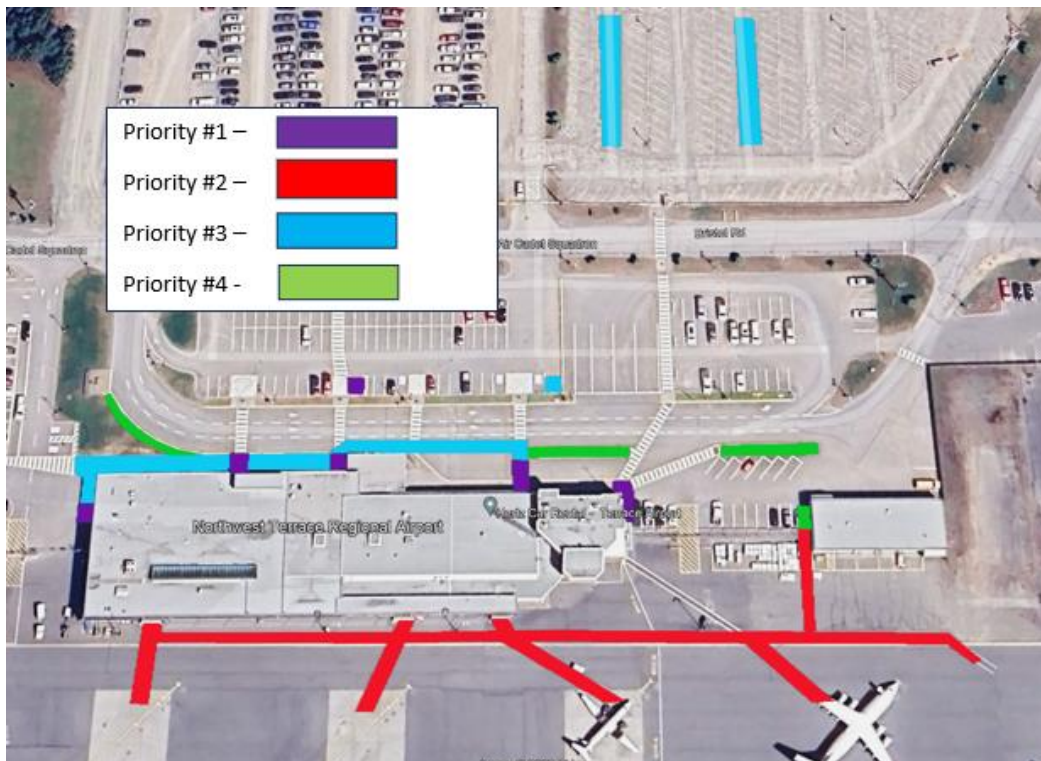
Priority #2  – **Airside Walkways**

Priority #3  – **Groundside Walkways, Long-Term Lot Covered Walkways, Smoking Booth**

Priority #4  – **Groundside Island Walkways**

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

- When arriving check in with the Operations Chargehand 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 the Operations Chargehand at 250.615.7636 or by radio.



The Society Initials: _____

The Contractor Initials: _____

Signatures:

_____	<i>and</i>	_____
Authorized Signatory Terrace-Kitimat Airport Society Date: _____		Authorized Signatory Date: _____

The Society Initials: _____

The Contractor Initials: _____