

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

#### 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 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.

### 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

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Airport.

8. The contractor will provide snow removal equipment (snow blower, sand/ice melt spreaders, power brooms) 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 spreaders, 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 where it should not be.
  - a) If the apron has already been cleared of snow by the trucks and sweepers, call the Supervisor of Operations 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 AirPods, 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 supervisor on the radio or operations cell (250.615.7636) to find out the answer. After hours call the Manager of Operations (250.615.7125)
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. 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 the Supervisor of Operations (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:**

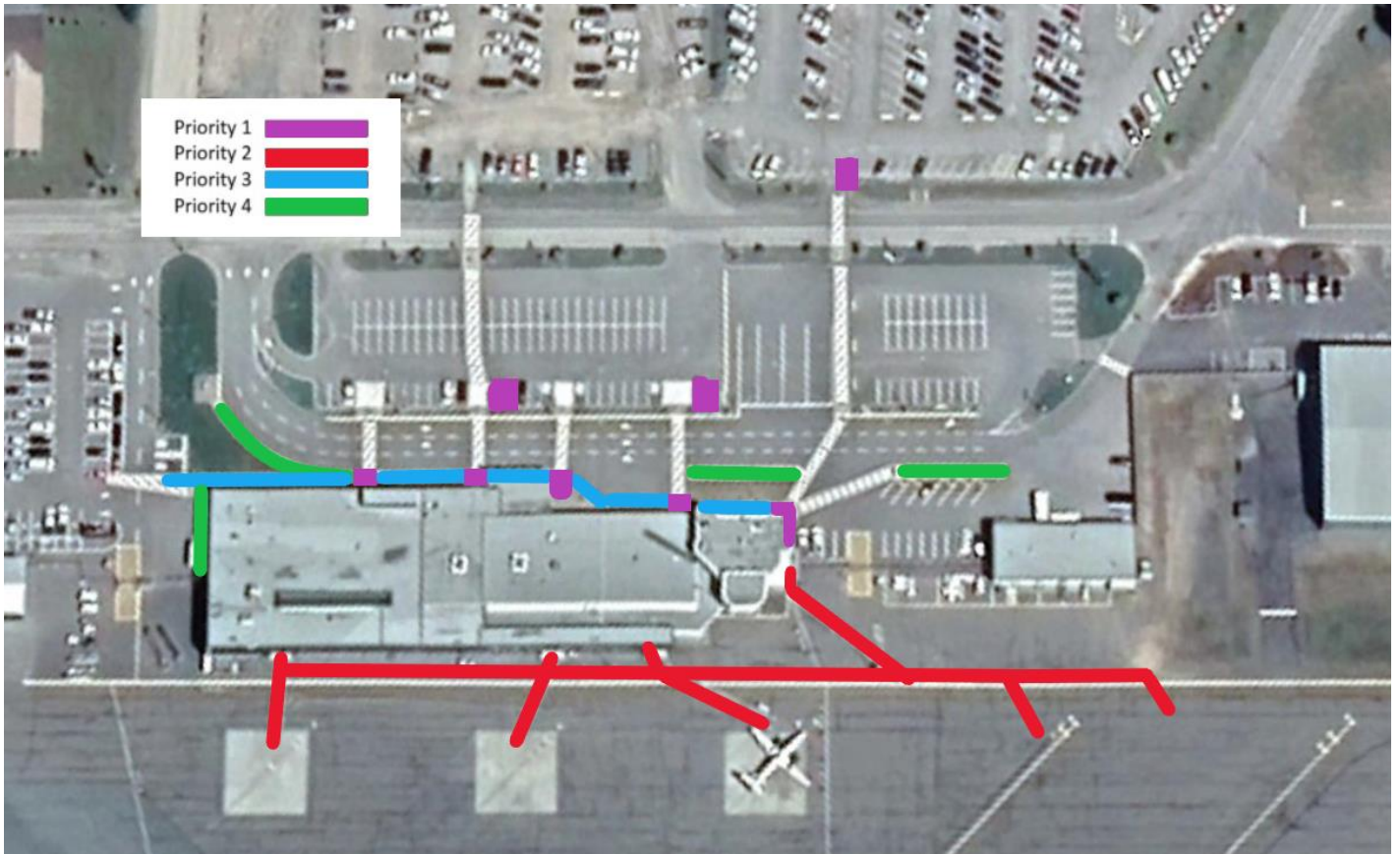
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  - Groundside Entrances, Ticket Booths, Smoking Booth, Groundside entrances are to be cleared of snow and/or sanded/de-iced if required, maximum ½ inch of snow if sanded and not slippery.
  - Ticket booth and smoking booth entrances are to be cleared of snow and/or sanded/de-iced if required, maximum ½ inch of snow if sanded and not slippery.
  
-  1. 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.
  
-  2. 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.
  
-  3. Groundside Walkways, Island Walkways, **Long-Term Gate Islands/Machines**, 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 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 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.

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Signatures:

\_\_\_\_\_  
Authorized Signatory  
Terrace-Kitimat Airport Society  
Date: \_\_\_\_\_

*and*

\_\_\_\_\_  
Authorized Signatory  
Date: \_\_\_\_\_

The Society Initials: \_\_\_\_\_

The Contractor Initials: \_\_\_\_\_