



SNOW REMOVAL & SALTING



If viewing on a small hand held device, turn device sideways for greater viewing ease.

Do not remove snow on occupied properties. Vendors must remove snow and salt for icy conditions within two (2) calendar days of the snowfall ending that is greater than two (2) inches in height or required by local ordinance to be removed. Vendors must remove snow from the driveway, all adjacent public right-of-ways, and walkway to the secured door to allow unrestricted access to the property. Snow **DOES NOT** need to be removed from roofs tops, unless specifically requested.

SNOW REMOVAL & SALTING PROCESS

1. Within two (2) calendar days of snow accumulation and if the snow is over two (2) inches in height or if the snow must be removed according to a local ordinance to avoid a code violation, the vendor must:
 - Take before photos of snow that needs to be removed from adjacent public right-of-way and walkway to the secured door
 - Take during photos of snow being removed
 - Take after photos of snow removed from the driveway, all adjacent public right-of-way, and walkway to the secured door
 - Take during and after photos of salt being added to prevent icy conditions

BEFORE (walkway-secured door)



AFTER (walkway-secured door)



AFTER (Public right-away)



AFTER (Driveway)



2. If snow depth is 8 inches or more on the entire property, contact the vendor who typically issues orders to you for further direction. A photo of the snow height must be provided.
 - Photographic documentation of measuring tape to show height of snow
 - Must be close up legible photo



PHOTO REQUIREMENTS

- Images should not exceed 512KB
- Bulk uploads should not exceed 5MB
- Photographic documentation must have time and date stamp
- If using multiple time and date stamp photos, vendor must provide comments to support why
- **Clear Paths:** Driveway, Walkways, and front steps
- **Salting:** During photos of salt being dropped in areas where snow was removed
- **Notices:** Photos of any posted notices, code violation or marketing signage
- For every “Before photo, an “After” photo must be submitted from same perspective
- When taking photos at night, proper lighting must be used
- Blurry images are “UNACCEPTABLE”
- **Recommended Minimum Photos:** 15
- **Recommended Maximum Photos:** 45
- Address Verification Package: Front view, street number and intersection sign