



Snow Removal Readiness Checklist for Property Managers

Equipment Inventory & Maintenance

Verify snow removal equipment (plows, shovels, salt spreaders) is available, functional, and properly maintained.

Snow Plow Condition (1-5, 5=Excellent)

Shovel Count

Salt/Sand Spreader Condition (1-5, 5=Excellent)

Tire Condition (All Equipment)

- ☐ Good
- ☐ Fair
- ☐ Needs Replacement

Last Maintenance Date (Plow)

Enter date...

Notes on Equipment Condition/Repairs Needed

Write something...

Photo of Equipment (if needed)

 Upload File

Supplier Agreements & Stockpiles

Confirm contracts with snow removal vendors are in place and review salt/sand/melt inventory levels.

Primary Snow Removal Vendor

- ☐ Vendor A
- ☐ Vendor B
- ☐ Vendor C
- ☐ No Vendor Contracted

Salt/Ice Melt Stock Level (tons)

Enter a number...

Sand Stock Level (tons)

Enter a number...

Vendor Contract Expiration Date

Enter date...

Notes on Vendor Contract (e.g., rates, services included)

Write something...

Backup Snow Removal Vendor (if applicable)

- ☐ Vendor A
- ☐ Vendor B
- ☐ Vendor C
- ☐ No Backup Vendor

Emergency Contact Information

Ensure up-to-date contact details for vendors, staff, and relevant authorities are readily accessible.

Primary Vendor Contact Name

Write something...

Primary Vendor Phone Number

Enter a number...

Secondary Vendor Contact Name

Write something...

Secondary Vendor Phone Number

Enter a number...

Local Authority Contact (Police/Fire)

Write something...

Local Authority Phone Number

Enter a number...

Internal Property Management Contact

Write something...

Internal Contact Phone Number

Enter a number...

Weather Monitoring & Alert System

Set up a system to monitor weather forecasts and issue timely alerts to staff and residents.

Primary Weather Source

- ☐ National Weather Service
- ☐ AccuWeather
- ☐ The Weather Channel
- ☐ Local News Station

Alert Threshold - Snowfall (inches)

Enter a number...

Alert Threshold - Wind Chill (Fahrenheit)

Enter a number...

Last System Check Date

Enter date...

Alert Delivery Method

- ☐ Email
- ☐ SMS
- ☐ Property Management Software
- ☐ Automated Phone Call

Recipient Groups

- ☐ Maintenance Staff
- ☐ Property Managers
- ☐ Residents (General)
- ☐ Emergency Contacts

Resident Communication Plan

Develop a plan to communicate snow removal procedures, parking restrictions, and safety guidelines to residents.

Initial Snow Alert Message Draft

Write something...

Communication Channels Used

- ☐ Email
- ☐ Text Message (SMS)
- ☐ Building Notice Board
- ☐ Website/Portal Announcement
- ☐ Social Media

Date of Last Communication Test

Enter date...

Time of Last Communication Test

Snow Removal Policy Reference Link

Contact Person for Resident Inquiries

Write something...

Parking & Access Management

Establish parking restrictions and ensure clear access routes for snow removal equipment and emergency vehicles.

Designated Snow Emergency Parking Zone?

☐ Yes

☐ No

Snow Emergency Parking Zone Description (if applicable)

Write something...

Maximum Vehicle Parking Time (Snow Emergency)

Enter a number...

Restricted Areas (Snow Removal)

☐ Fire Lanes

☐ Loading Zones

☐ Mailbox Access

☐ Emergency Access Routes

Date of Last Parking Restriction Signage Review

Enter date...

Notes on Accessibility Considerations for Disabled Parking

Write something...

Safety Procedures Review

Review and reinforce safety procedures for staff involved in snow removal operations.

Review of Personal Protective Equipment (PPE) requirements (gloves, boots, eye protection)

Write something...

Review of safe lifting techniques for snow removal

Write something...

Confirmation of understanding of ice/snow hazard identification protocols

- ☐ Understands fully
- ☐ Needs clarification
- ☐ Does not understand

Report any equipment defects or concerns

Enter a number...

Date of safety procedure review completion

Enter date...

Employee Signature Acknowledging Review

Liability & Insurance

Confirm adequate liability insurance coverage for snow removal activities.

Current Liability Insurance Coverage Amount

Enter a number...

Insurance Policy Type (Snow Removal Endorsement)

☐ Yes

☐ No

☐ N/A

Insurance Policy Expiration Date

Enter date...


Summary of Snow Removal Liability Coverage Details

Write something...

Confirm Policy Includes Subcontractor Coverage

- ☐ Yes
- ☐ No
- ☐ N/A

Insurance Certificate of Insurance (COI)

 Upload File