

SNOW REMOVAL LOG

(PHOTOCOPY AS OFTEN AS NEEDED)

In the event that an incident occurs on your property because of snow and ice, our insurance company needs certain information to be able to defend the Parish and the Diocese from law suits.

To this end, we have developed this snow removal log format for keeping track of each time you, your maintenance staff or your snow removal contractor performs activities to protect guests entering parish property from injury.

We recommend that you photocopy this form and have it completed by the appropriate person each and everytime they perform snow removal/ice treatment on parish property.

DATE	START TIME	FINISH TIME	DESCRIPTION OF ACTIVITIES	INITIALS
			Salt _____ Plow _____ Sweep _____ Cinder _____ Other _____ _____	
<p>Please note the areas affected (i.e. church sidewalks, parking lot 1, 2, etc.): _____</p> <p>_____</p> <p>_____</p> <p>Please comment on unusual conditions: _____</p> <p>_____</p> <p>_____</p>				

PLEASE KEEP ON FILE FOR THREE (3) YEARS