

Pre-Winter Checklist

PennDOT District 5 – Northampton County

Problem/Challenge Addressed

Winter preparedness items were missed when preparing for winter.

Method/Process/Product to Resolve Challenge

The checklist was created to ensure all winter preparedness items are completed prior to winter operations.

Results/Key Takeaways

Winter preparedness items are no longer missed because of the checklist. Due dates are used to track the many different tasks that need to be completed each winter season to ensure the county meets the winter preparedness date.

Northampton County Pre-Winter Checklist Winter Preparedness Date 11/13/2020					
Activity / Item	Due Date	Completion Date	Completed By		
Snow Route Templates					
Reviewed and updated	9/18/2020		Asst. / RPC		
Entered on "L & J" Drive/ GIS	10/2/2020		RPC / RPT II		
Snow Route Planning Application					
Snow Maps					
Current Year Map Posted	10/2/2020		RPC / RPT II		
Section Maps Posted	10/2/2020		RPC / RPT II		
Route Maps Created	10/2/2020		RPC / RPT II		
Winter Hand Book	10/19/2020		RPC / RPT II		
Municipal Agreements					
Processed (Funds Distributed)	11/9/2020		RPC / RPT II/Accounting Assistant		
Dispatch					
Start	10/26/2020		RPC/RPT II		
Radio Training	week of 10/26		RPC/RPT II		
RCRS Training	week of 10/26		RPC/RPT II		
RCRS/Accuweather Access	10/26/2020		RPC/RPT II		
Dry Runs					
Dry Run Sheets completed	10/28 - 10/30/2020		Asst. / Foremen		
Bridge Permits	9/28/2020		Equip. Mgr.		
Winter Handbooks in Trucks	10/19/2020		Asst. / Foremen		
Winter Inspection Checklist	10/28 - 10/30/2020		Equip. Mgr.		
Stockpile Meeting					
Establish / Review priorities	10/30/2020		Asst. / Foremen		
Develop Contingency Plans	10/30/2020		Asst. / Foremen		
Plow Blade Repair Process	10/30/2020		Asst. / Foremen		

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Activity / Item	Due Date	Completion Date	Completed By		
Clerical (Cont'd.)					
Temporary Employee EPR Close-Outs	3/26/2021		RPC/Assts/EM		
Update E-Mail Group for Dispatchers to send out alerts to Counties during events	11/13/2020		RPC		
Materials					
Initial Fill Salt	11/13/2020		RPC		
Anti Skid	11/13/2020		RPC		
Salt Brine - All Tanks Filled	11/13/2020		Equip. Mgr.		
Winter Temps					
Start	10/13/2020		Staff		
Full Compliment	11/13/2020		Staff		
Trained	12/11/2020		Equip. Mgr.		
MET					
Bid Letter	8/28/2020		CMM / Clerk		
Packets to ACMM/ District	10/2/2020		Clerk		
Park and Rides					
Bid	-		RPC		
Approved	until 3/31, 2022		RPC		
AAR - End of Winter					
	4/2/2021		Staff		

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Activity / Item	Due Date	Completion Date	Completed By		
Contact ACMMs from Adjacent counties					
Meeting Scheduled	9/28/2020		Asst.		
Meeting Held	11/2/2020		Asst.		
Equipment					
Trucks at Assigned Stockpiles	10/26/2020		Equip. Mgr.		
Loaders at Assigned Stockpiles	10/26/2020		Equip. Mgr.		
Grader at Assigned Stockpile	10/26/2020		Equip. Mgr.		
Snow Blower at Assigned Stockpile	10/26/2020		Equip. Mgr.		
Equipment Inspection with District	10/28 - 10/30/2020		Equip. Mgr.		
Spreaders Calibrated	10/23/2020		Equip. Mgr.		
State Radio Verification	10/28 - 10/30/2020		Equip. Mgr.		
Pre-Wet Tanks Installed	12/4/2020		Equip. Mgr.		
Wing Plows Installed	11/13/2020		Equip. Mgr.		
Rented Equipment					
PO's in place	10/23/2020		Equip. Mgr.		
Calibrated and Inspected	11/13/2020		Equip. Mgr.		
Clerical					
Snow letters to Schools	9/28/2020		Clerk		
Photo Id's	11/13/2020		RPC / RPT II		
Clerical Yearly Agreement	9/25/2020		RPC / CMM		
Operator / Foremen Agreement	10/13/2020		CMM		
Winter meeting W/ Emergency Personnel	10/26/2020		CMM / RPC/RPT II/Asst./EM		
Winter Bids Letter	9/21/2020		CMM / Clerk		
Winter Meeting County	10/21/2020		Staff		
Snow academy - Managers/Supervisors	9/8/2020		Staff		
Snow Academy - Operator	10/19 - 10/20/20		Operators		
Winter Leadership Presentation	10/22/2020		CMM		

Contact Information

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