

Winter Snow Readiness Checklist

For property managers and HOA boards. Work through this list before the first storm of the season.

Contract & paperwork

- ☐ Snow contract signed for the season, with the pricing model clearly stated
- ☐ Service triggers confirmed (for example, plow at a set inch accumulation; salt on ice)
- ☐ Certificate of insurance on file, with your association or company as additional insured
- ☐ Emergency contacts exchanged: after-hours phone and email for both sides
- ☐ Who can approve extra work (hauling, extra salting) and how approvals are sent

Site map & priorities

- ☐ Site map marked with plow areas, sidewalks, steps, ramps and fire lanes
- ☐ Priority areas identified: main entrances, clubhouse, mailbox kiosks, ADA routes
- ☐ Snow pile locations agreed so piles do not block sight lines, drains or parking
- ☐ Hazards marked: curbs, islands, speed bumps, drains, low walls, landscape beds
- ☐ Stakes or markers installed along curbs and edges before the ground freezes

Residents & communication

- ☐ Residents told how and when plowing happens and where to park during storms
- ☐ Car-moving or towing policy communicated, if your community has one
- ☐ Where residents can check status during a storm (for Rockport clients: the Storm Center page)
- ☐ How residents report a missed area or icy spot

During & after each storm

- ☐ Service logs received with dates, times and work completed
- ☐ Walk the property after the storm and report missed areas the same day
- ☐ Refreeze plan: follow-up salting after melting and overnight freezes
- ☐ Photos of conditions saved in case of a slip-and-fall claim

End of season

- ☐ Check for plow damage to turf, curbs and beds, and schedule spring repairs
- ☐ Review what worked and what did not, and update the plan for next winter

Rockport Landscape Services provides commercial snow and ice management across Bucks and Montgomery Counties, PA and Mercer County, NJ, and is a member of SIMA (Snow & Ice Management Association). Snow requests: snow@rockport-llc.com | 215-983-4129 | rockportlandscaping.com/storm-center