

Date: [Insert Date]

To: [Vendor Contact Name]
[Vendor Company Name]
[Vendor Address]

From: [Your Name/Property Manager]
[Your Company Name]
[Property Address/Site Name]

Subject: Coordination of Snow and Ice Removal Operations - [Season Year]

Dear [Vendor Contact Name],

As the winter season approaches, we would like to coordinate the snow and ice management protocols for [Property Name]. To ensure the safety of our tenants, visitors, and staff, please adhere to the following operational guidelines:

1. Trigger Points:

Operations should commence automatically when snow accumulation reaches [Insert Measurement, e.g., 2 inches] or when icing conditions are detected on walkways and parking surfaces.

2. Priority Areas:

Please prioritize the following areas in order:

- Emergency exits and fire lanes
- Main entrance walkways and handicap ramps
- Primary driving lanes
- General parking stalls

3. Staging and Snow Piling:

Snow must be piled in designated areas only. Please avoid blocking storm drains, fire hydrants, or sightlines at site entrances. Designated zones are located at [Insert Location Description].

4. Communication and Reporting:

- Please provide a confirmation via [Email/Text] when a crew is dispatched to the site.
- A detailed service log must be submitted within 24 hours of each event, noting start/end times and materials used (salt/sand).

5. Site Hazards:

Please be aware of [Insert Hazards, e.g., speed bumps, curbs, or hidden landscaping] to prevent property damage during plowing.

6. Contact Information:

For 24/7 emergency coordination, please contact [Name] at [Phone Number].

Please acknowledge receipt of this coordination letter by signing below and returning a copy to our office.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

Vendor Acknowledgment:

Signature: _____ Date: _____