



SNOW REMOVAL PROGRAM CHECKLIST FOR APARTMENT AND RENTAL DWELLING OWNERS

Owners and managers of commercial properties have an obligation to maintain safe conditions for tenants and employees. Prevent injuries and minimize injury costs by implementing a snow removal program using the checklist provided.

01



PURCHASE SUPPLIES

Secure the necessary supplies to keep your properties safe, including a snow blower or shovel for clearing driveways and salt for de-icing surfaces. And, place weather mats at all entrances to the building. These mats should be placed in both directions to catch snow and water when entering or exiting the building.

02



MAKE A PLAN

Establish a plan for how you will remove snow and ice. Some landlords include in the lease that tenants are responsible for some of the snow removal. Clearly identify who is responsible and when removal will take place in correspondence with when the snow falls.

03



COMMUNICATE WITH TENANTS

Send out a newsletter, flyer or post a notice in a common area asking residents, visitors and/or employees to report snow and ice-related hazards immediately to the landlord or property manager.



04



USE A SNOW & ICE REMOVAL LOG

Report snow and ice removal activities on a snow and ice removal log as soon as the tasks are complete. This log is helpful for maintaining a standard procedure if you have multiple properties. Use the same log for yourself, staff members and outside contractors.

05



HIRE A SNOW REMOVAL CONTRACTOR

Sometimes a shovel or a snow blower just isn't enough. If you are considering hiring a snow removal contractor, investigate the quality of their work, timeliness of work during a storm, experience, and references.

06



KNOW LOCAL LAWS

In some cities, property owners are required to keep sidewalks clear of snow. It's important to maintain common areas so no one gets hurt. If your city has a law requiring snow and ice removal, it's up to you as the landlord to maintain safe walkways on and around your property.

07



SECURE ADEQUATE INSURANCE

Make sure you have the proper amount of General Liability Insurance you need to protect your investment in the event of injuries to tenants and staff due to slips and falls. Millers Mutual can help. Find a Millers Mutual Agent today <https://millersmutualgroup.com/find-an-agent/>

About Millers Mutual Insurance

Millers Mutual Insurance, based in Harrisburg, Pennsylvania, is the niche property & casualty insurer that brings stability to multifamily housing. As a carrier that's dedicated to understanding the intricacies of the niche, we believe our singular focus on multifamily housing results in the kind of comprehensive, stable coverage our agents—and their multifamily clients—deserve. Millers' steadfast devotion to multifamily positions our agents to build trust with their insureds—and their business. We currently serve commercial policyholders in Pennsylvania, Delaware, Maryland, North Carolina, Ohio, Virginia, and Washington, D.C., through a network of independent agents.