

Snow Removal Tips for Property Owners

- Be sure to have snow removed promptly, properly and thoroughly.
- Document your snow-removal activities in detail. Many claims resulting from slip-and-fall accidents are not reported for months. The usual allegation is that the premises were not properly maintained. An effective snow-removal program—and your detailed record-keeping—may help you refute allegations of negligence.
- For guidance on how to create clear, concise documentation, refer to the sample Snow Removal Log. You should document every incident—including complaints and accidents—under “General Comments” on the log.
- Immediately report any claims or accidents resulting in bodily injury.
- If you hire an independent contractor to remove snow, have him or her make entries in the snow-removal log. Review the entries carefully to make sure they are complete and sufficiently detailed.
- Ask to see any independent contractor’s certificates of insurance, and make sure they have adequate limits and no exclusions or waivers of subrogation.

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SNOW REMOVAL LOG

For the month of: _____

Property address: _____

Person responsible for activity: _____

Log sheet reviewed by: _____

DD/MM/Year	Time started (exact)	Time completed (exact)	Weather conditions*	Names of person, crew of contractor	Description of activity	General comments**

*Weather condition: clear, cloudy, temperature (°F), snowing

** General comments: conditions of premises after snow removal, de-icing activity, clearing of ice dams for run-off