

Ice Steaming/Shoveling- MUST FOLLOW HARNESS POLICY

- Clock in when you get into the shop and make note.
- Check email to see what installations you have that day.
- Gather all material needed for steaming that day including:
 - Proper ladders
 - Lumber
 - Steamer
 - Water Hose
 - Steam Hose
 - Blow Torch
 - Water tank/generator if needed
 - Kerosene Tanks
 - Shovels
- Once loaded, call the first installation to let them know you are on the way, clock out of the shop and back in under your job name.
- After arriving at the job site, a walk around before is a must, except if the homeowner isn't available.
- Set up and start the job.
- After completing steaming/shoveling, a walk around is a must afterwards, except if the homeowner isn't available.
- Clear all main walkways including: front entryways, garage entries, side/back door entries.
- Scale machine while cleaning up at the job site. Blow lines free of water after scaling. Note:
- The WIB must be completely filled out including:
 - Date
 - Time Arrival/Departure
 - Employee numbers
 - Mileage beginning/Ending
 - Time steaming started/ended
 - Time shovel started/ended
 - Walk around completed before/after
 - Job complete
- If any changes need to be made, the estimator should be contacted prior. Contact Office or Jason if needed. With the approval, the changes must be noted in the WIB with any and all information including; price, materials

used or not used, etc.

- Clock out of first installation and clock into next.
- Repeat
- Pull into the shop at the end of the day.

- **Things to be cautious of while steaming/shoveling:**
 - **ALWAYS:** Keep Water flowing to the steamer and blow all lines out when finished!
 - Ice must be cut into chunks of 2' or smaller
 - Do not burn the shingles!
 - Do not stand on the ice dam while steaming it
 - Pitch of roof, will you need a harness?
 - Are windows/skylights on the roof?
 - Use caution tape to barricade area off
 - Ground guy must stay back 10' from eave
 - Salt walkways when finished