

Winter snow and brine business checklist

Use this checklist for the actual service, product, site and jurisdiction. Leave missing evidence unresolved until the responsible person confirms it. Record the decision and its source before proceeding.

Business job date and responsible person

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- ☐ Choose snow removal, anti-icing or both and define the actual service area.
 - ☐ Survey each site, priority area, snow storage, drainage and obstacles.
 - ☐ Check whether skills, vehicles, equipment, storage and product instructions fit the scope.
 - ☐ Verify winter service licensing, insurance and environmental requirements.
 - ☐ Write trigger, response, refreeze, documentation and customer responsibilities into reviewed terms.
 - ☐ Calculate event labor, material, equipment, standby and cash timing from actual inputs.
 - ☐ Plan forecast monitoring, communications, crew rest and safe operations.
 - ☐ Record every event, conditions, application, photos, exceptions and billing.

Unresolved items evidence and next action

Decision owner and follow up date

Sources and record notes

Author NPMCA. Worksheet version 1.0; guide record as of 2026-10-11. Technical limits and prices must come from the exact current product instructions, official rule or dated written quote.

MnDOT winter maintenance FAQ: <https://www.dot.state.mn.us/maintenance/faq.html>

SIMA site and service guidance:

<https://resources.sima.org/hubfs/Best%20Practices/Quality%20RFP%20Creation%20and%20Best%20Practices.pdf?hsLang=en>

Guide: <https://www.npmca.org/start/how-to-get-winter-business>