

Corporate Policy

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Section:	Engineering, Operations, and Public Works	11
Sub-Section:	Streets and Roads	5400
Title:	Sidewalk and Walkway Inspections	04

Related Policies

Number	Title

Approvals

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Policy

The Operations Division will assess the condition of the sidewalks and walkways within the City of Port Moody in order to identify and repair any defects or hazards on the sidewalks and walkways, and to establish priorities for repair of sidewalks and walkways in the City according to the resources available.

Definitions

Sidewalks – pedestrian corridors that run parallel to roadways. The majority of sidewalks in the City of Port Moody are concrete, while a small percentage is asphalt or gravel.

Walkways – pedestrian corridors to allow access to roadways. Typically, they are located in parks or as a linkage between two streets. Walkways may be paved, gravel, or concrete.

Procedures

1. Sidewalk Inspections

- a. All sidewalks in the City of Port Moody shall be inspected annually in the spring, to assess their condition and identify any defects or hazards to pedestrians;
- b. The results of the sidewalk inspections shall be recorded on the Sidewalk and Walkway Hazard Survey Form, attached as Schedule A;
- c. All defects or hazards identified shall be classified on a three-point rating scale:

1.	Minor defect	No effect on service
2.	Moderate defect	Serviceable
3.	Major defect	Requiring immediate repair / not serviceable

- d. The inspection shall include checking for the specific defects as set out in section 2 of this policy.

2. Sidewalk Defects

a. *Cracks and Separations*

- (1) cracks are defects that do not result in displacement. The level of defect would be determined by how the crack affects the immediate area, such as surface flaking off or missing pieces; and
- (2) separations are cracks that have resulted in displacement, either vertical or horizontal. Separations are rated by height or depth:

<u>Rating Scale</u>	<u>Definition</u>
Level 1	Less than 1.25cm height / depth
Level 2	1.25cm to 2.5cm height / depth
Level 3	More than 2.5cm height / depth

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- b. *Heave or Settlement* – Heaving or settling does not have separation; the surface is still continuous. Heave and settlement are rated by change in the grade of the sidewalk.

<u>Rating Scale</u>	<u>Definition</u>
Level 1	Less than 2.5cm change over one panel
Level 2	2.5cm to 5cm change over one panel
Level 3	More than 5cm change over one panel

- c. *Fillets* – repair patches resulting from previous maintenance. Fillets are rated according to their condition. All fillets must have a minimum of Level 1.

<u>Rating Scale</u>	<u>Definition</u>
Level 1	0cm to 5cm missing
Level 2	5cm to 10cm missing
Level 3	More than 10cm missing

- d. *Scaling* – spalling or flaking of the surface of concrete, brick, or paved sidewalks. Scaling is rated according to depth.

<u>Rating Scale</u>	<u>Definition</u>
Level 1	Less than 1.25cm depth
Level 2	1.25cm to 2.5cm depth
Level 3	More than 2.5cm depth

- e. *Obstacles* – obstacles and broken sidewalk pieces, including items set in the sidewalk, such as water meter boxes, curb stops, tree grates, junction boxes, manhole lids, sign post sleeves, etc. which are affecting the serviceability of the sidewalk. Obstacles are rated according to vertical displacement.

<u>Rating Scale</u>	<u>Definition</u>
Level 1	Less than 1.25cm projection / depression
Level 2	1.25cm to 2.5cm projection / depression
Level 3	More than 2.5cm projection/depression

- f. *Repair*

- (1) all defects classified as Level 3 shall be scheduled for repair as quickly as possible and, if necessary, marked for public notice immediately;
- (2) all defects and hazards classified as Level 2 shall be placed on a list for repair, as resources allow;
- (3) all defects and hazards classified as Level 2 shall be documented and reviewed on the next scheduled inspection; and
- (4) if any defects or hazards on sidewalks are reported outside of the regularly scheduled inspections, either by a member of the public or an employee of the City of Port Moody, the reported defect or hazard shall be inspected by a member of the Operations Division as soon as possible and repaired in accordance with the classification as described above.

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3. Sidewalk Wheelchair Access Ramps

Access ramps should be examined on the same basis as sections 2.a. to 2.e. Other obstacles to note include:

- water pooling;
- steep ramp radius;
- catch basin location; and
- entry into unmarked high traffic area crosswalks.

4. Walkway Inspection

All walkways in the City of Port Moody shall be inspected annually in the spring, to assess their condition and identify any defects or hazards to users. Walkways with hard surfaces shall be inspected using the criteria of section 2. In addition to the surface inspections, the condition of the following shall also be assessed:

- stairs;
- railings;
- fences;
- catch basins; and
- vegetation.

5. Walkway Maintenance

Walkways are maintained when a request is received from customer service and after severe windstorms, or as indicated by the walkway inspection or field observation.

Maintenance includes weeding, trimming branches, picking up litter, and maintaining surfaces.

Crews repair pavement and asphalt surfaces, stairs, and railings, as required. Trip hazards receive top priority. Other work, such as vegetation control and repairs to fences on City property, is scheduled.

Monitoring/Authority

Delegated to the General Manager of Engineering and Operations.

