



DISTRICT OF WEST KELOWNA

COUNCIL POLICY MANUAL

Pages: 1 to 4

Approval Date: January 25, 2011

DEPARTMENT: Operations
SUBJECT: Pedestrian Infrastructure Inspection and Maintenance Policy

Introduction

The purpose of this policy is to provide the Operations Department with an assessment of the condition of the pedestrian infrastructure (public sidewalks, walkways, and stairways) within the municipality in order to identify, repair and/or mitigate any defects or hazards and to establish priorities for repairs according to the resources available.

1. Inspection Procedures

Sidewalks and Walkways

All sidewalks/walkways within the Municipality are designated as either Type A or Type B infrastructures, based on the volume and type of pedestrian traffic using the particular sidewalk or walkway, as per attached Schedule "A".

Type A. Commercial, School and Institutional; and

Type B. Residential, (Light) Commercial and Industrial

- a) All sidewalks/walkways designated a Type A shall be inspected once annually in the spring after the last frost to assess their condition and identify any defects or hazards to pedestrians.
- b) All sidewalks/walkways designated as Type B shall be inspected on a rotating annual basis, either in the spring or in the fall.
- c) The results of the sidewalk/walkway inspections shall be recorded on the "Sidewalk/Walkway Field Survey Form", attached as Schedule B.
- d) All defects or hazards identified shall be classified on a 3 point rating scale:
 1. Major defect – requiring immediate repair/not serviceable
 2. Moderate defect – serviceable
 3. Minor defect – no effect on service

- e) The inspection shall include checking for the specific defects as set out in Section 2 of this policy.

Upon completion of inspections in an area, the Inspector will copy the field survey form and will attach the original to the inventory sheet.

Sidewalk Wheel Chair Access Ramp

Access ramps should be examined on the same basis as Section 2, subsections 1. through to and including 5. Field personnel will be provided with the industry standard for "Access Ramps".

Public Stairways

The District of West Kelowna is responsible for many stairways throughout the municipality. These stairways may form part of the sidewalk system, may be located at a district owned facility or may be situated in a subdivision walkway or park trail.

The type of stair construction ranges from concrete, timber and allan block to stone and log. Each stairway will be assessed as to structural integrity, uniformity of rise/run per flight and for any trip hazards similar to the sidewalk assessment. Handrails attached to stairways should also be assessed for hazards and sturdiness.

Using the Stairway Inspection Form (Schedule C) public stairways will be inspected annually on the same frequency as the Type A Sidewalks/Walkways.

HAZARD TYPES:	DEFINITIONS:	HAZARD RATINGS:
For Sidewalks, Walkways and Wheel-Chair Ramps		
1. Cracks, Separations or Holes	Crack in sidewalk panel no deflection	1. More than 2.5 cm in width 2. 1.25 cm to 2.5 cm in width 3. Less than 1.25 cm in width
2. Heave or Settlement	Any change in elevations whether it's at a crack or a joint	1. More than 2.5 cm in height/depth 2. 1.25 cm to 2.5 cm in height/depth 3. Less than 1.25 cm in height/depth
3. Deflections	Where one or two panels have either heaved or settled with no change in elevation at the joint or crack.	1. More than 5 cm change over 1.5 M 2. 2.5 cm to 4 cm change over 1.5 M 3. Less than 2.5 cm change over 1.5 M
4. Filets	Any section within the sidewalk that is smaller than the neighboring panels	1. More than 2.5 cm in height/depth 2. 1.25 cm to 2.5 cm in height/depth 3. Less than 1.25 cm in height/depth
5. Scaling	Top layer of concrete is failing leaving the appearance of exposed aggregate.	1. More than 2.5 cm depth 2. 1.25 cm to 2.25 cm in depth 3. Less than 1.25 cm in depth
6. Obstacles	Items such as: - rebar sticking out of the concrete - low hanging branches - hedging encroachment - damaged utility pull boxes - Low signage (less than 2 meters)	1. More than 2.5 cm in projection or depression 2. 1.25 cm to 2.5 cm in projection or depression 3. Less than 1.25 cm in projection or depression
For Public Stairways		
7. Obstacles	Damaged, missing or rotten riser structure	1. More than 2.5 cm in projection or depression 2. 1.25 cm to 2.5 cm in projection or

		depression 3. Less than 1.25 cm in projection or depression
8 Heave or Settlement	Any change of elevation or subsidence	1. More than 2.5 cm in height/depth. 2. 1.25cm to 2.5 cm in height/depth. 3. Less than 1.25 cm in height/depth.
9 Uniformity	Varying rise/run between landings	2. Each stair has a different rise/run 3. One stair is different from the rest

2. Sidewalk/Walkway/Stairway Replacement and Repair

All defects classified as Level 1 shall be scheduled for repair as quickly as possible and, if necessary, marked for public notice immediately.

All defects and hazards classified as Level 2 shall be placed on a list of repair, as resources allow.

All defects and hazards classified as Level 3 shall be documented and reviewed on the next scheduled inspection.

If any defects or hazards on sidewalks, walkways or stairs are reported outside of the regularly scheduled inspections, either by a member of the public or an employee of the municipality, the reported defect or hazard shall be inspected by a member of the Operations Department as soon as possible as per Schedule "B" and repaired in accordance with the classification as described above.

HAZARD TYPES:	REPAIR METHODS:
1. Cracks, Separations or Holes	1. Remove & Replace 2. Fill
2. Heave or Settlement	1. Remove & Replace 2. Grind 3. Fill
3. Deflections	1. Remove & Replace 2. Grind Joint 3. Mud Jacking
4. Filets	1. Remove & Replace 2. Grind 3. Fill
5. Scaling	1. Remove & Replace 2. Fill
6. Obstacles	1. Remove or move 2. Grind 3. Fill 4. Pruning

Repair of Damaged Property

Sidewalk/walkway maintenance operations may cause property damage even under the best of circumstances and care on the part of maintenance crews. The major types of damage are to improvements in the road right-of-way. The City shall repair/replace sod damaged by sidewalk maintenance. Other damage within the public right-of-way is the responsibility of the property

owner including, but not limited to, privately owned trees, shrubs, brushes, landscaping materials, decorative rock, and lawn/landscaping irrigation systems.

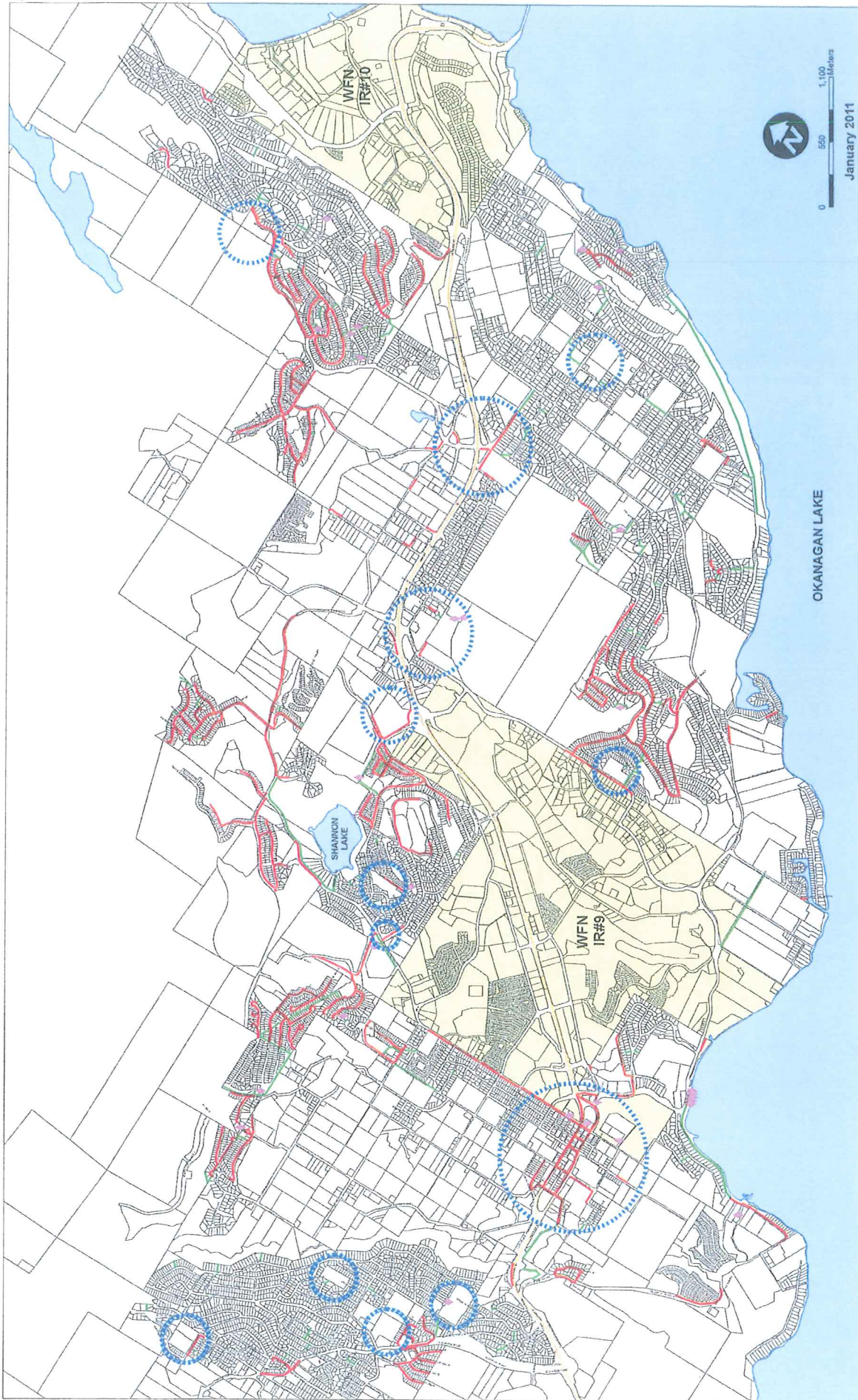
3. Record Retention

As the repairs are completed, the date of repair and who did the repair are to be entered on the field survey form in the appropriate column. The form is then to be turned in to the foreman and forwarded to the front office for filing. Records will be kept in accordance with Local Government Management Association guidelines.

Schedule A - District Owned Sidewalk, Pathway and Stairway Master Plan

Schedule B - Sidewalk/Walkway Field Survey Form

Schedule C - Stairway Inspection Form



Legend

- Existing DWK Sidewalks
- Existing DWK Pathways
- ◆ Existing DWK Staircases
- ⋯ Commercial / School & Institutional Areas

Sidewalk & Pathway Master Plan
 District of West Kelowna
 Schedule A



0 550 1,100 meters
 January 2011

District of West Kelowna

SCHEDULE 'C'

Public Stairway Inspection Form

Information Section

Location of Stairway							
Inspector							
Date of Inspection	yy	mm	dd				
Pedestrian Traffic	High	Medium	Low				
Riser Construction Type	Concrete	Timber	Block	Rock/Stone	Log	Other	Combination
Step Construction Type	Concrete	Timber	Block	Rock/Stone	Gravel	Asphalt	
Number of Steps per Flight							
Number of Landings							
Handrail	Metal	Wood	N/A				

Inspection Section

Risers	Broken	Rotten	Loose				Comments
Steps	Broken	Rotten	Loose	Settlement			
Rise/Run Consistency	Yes	No					
Handrail	Too high	Too low	Loose	Rough Texture			