

# POLICY MANUAL

<p><b>Title:</b>      <b>Infrastructure Inspections</b></p>	<p><b>Policy No :</b> 9.12</p> <p><b>Supersedes:</b> NEW</p>
<p><b>Authority:</b>   <input checked="" type="checkbox"/> Legislative      <input type="checkbox"/> Operational</p> <p><b>Approval:</b>   <input checked="" type="checkbox"/> Council           <input type="checkbox"/> CMT</p> <p>   <input type="checkbox"/> General Manager</p>	<p><b>Effective Date:</b> September 6, 2016</p> <hr/> <p><b>Review Date:</b> 2017</p>
<p><b>Policy Statement:</b></p> <p>The City of Maple Ridge will carry out periodic inspections in defined locations to confirm that members of the public are using infrastructure that is in an acceptable condition.</p>	
<p><b>Purpose:</b></p> <p>To establish a system of inspections for municipal infrastructure located within Maple Ridge that is reasonable and balances protection from the risks associated with defects in said infrastructure with the other priorities of the City of Maple Ridge.</p> <p>That the system of inspections established by this policy is reasonable in all of the circumstances, given the allocation of budgetary resources and the availability of City of Maple Ridge staff and equipment.</p>	
<p><b>Definitions:</b></p> <p><b>Town Centre Core:</b> defined as sidewalks, laneways and walkways located in the Town Centre as identified on Appendix "A".</p> <p><b>Developed Parks:</b> Recreational area designed, operated and maintained by the City's Parks Department that usually includes features such as paths, playgrounds, sports fields and courts, restrooms, picnic facilities as well as other natural features.</p> <p><b>Maintained Trails:</b> defined as Equestrian or Multi-Use trails.</p> <p><b>Medium Priority:</b> failure of facilities operations equipment that would not affect services or programs. Response time is within three business days of receiving notification, personnel will attend the site to review the work order. Repairs/service/remedy will be scheduled within one month.</p> <p><b>Low Priority:</b> non-critical failures, repairs, service and installation of items. Response time is within five business days of receiving notification, personnel will attend the site to review the work order and schedule repairs. Repairs/service/remedy will be scheduled within four months.</p>	



Note: Once identified and where and when practical, safety deficiencies will be clearly marked.

## 2.0 – Town Centre Core Inspections

**That a walking inspection be undertaken twice per year of the Town Centre Core and appropriate records of the inspection results be kept on:**

- sidewalks/walkways/laneways
- regulatory and warning signs
- intersections
- sign bases
- tree base/grate
- litter
- guard rails / fence
- manholes
- catch basins
- valve boxes
- ditches
- culverts

The items will be inspected for:

- foreign material on sidewalk/walkway/laneway
- settled or heaved sidewalk/walkway
- pothole in laneway
- intersection visibility
- regulatory/warning sign condition
- regulatory/warning sign visibility
- hazardous sign bases
- dangerous trees
- required brushing

Concerns noted during the inspection will be rated with the following guide:

- 1) Immediate Action within 4 hours:
  - Impassible areas;
  - Imminent danger;
  - Non functioning stop signs;
  - Unexpected obstructed intersection visibility due to man-made structure
- 2) Repair/Protect within 1 week:
  - Gradually obstructed intersection visibility due to vegetation, trees/hedges;
  - Obstructed/illegible information signs;
  - Trees showing visible signs of failure;
  - Road traffic hazards, such as sand accumulation;
  - Sign bases protruding from sidewalk;
  - Heaved/settled sidewalk/walkway with differential greater than 2 cm
- 3) Review within 4 weeks and schedule identified repairs within 2 weeks after review:
  - Minor road defects, such as worn road markings;

Engineering, Parks and  
Operations Departments

Engineering and Operations  
Departments

Engineering and Operations  
Departments

- Partially obstructed regulatory/warning sign;
- Heaved/settled sidewalk/walkway with differential less than 2 cm

**3.0 - Road Crossing Culverts, Ditches & Bridges**

**That an annual inspection be undertaken of road crossing culverts, ditches, bridges and the Port Haney Wharf and appropriate records of the inspection results be kept on:**

- Structural changes
- Blockages
- Approaches

Concerns noted during the inspection will be rated with the following guide:

- 1) Immediate Action within 4 hours:
  - Immediate safety hazard
  - Overflowing culvert
- 2) Repair/Protect within 1 week:
  - Blockage beginning to form
- 3) Review within 4 weeks and schedule identified repairs within 2 weeks after review:
  - Motor vehicle damages

**4.0 - Trees**

**That potentially dangerous trees along boulevards, roadways, and right-of-ways be inspected on a complaint basis only.**

**That potentially dangerous trees within greenbelt/conservation areas and developed parks be inspected on a complaint basis only.**

The following process will apply within 72 hours of notification by the public or City staff of a potentially dangerous tree:

- A City employee will attend the site to inspect the reported tree;
- A visual assessment will be performed and action taken will be based on the following assessed risk ratings for each tree:
  1. Extreme – Imminent Failure:
    - Immediate safety/hazard zone established and contractor dispatched for resolution/removal
  2. High Hazard – could fail at any time:
    - Assessor establishes a clearly defined timeline for abatement;
    - The area be cordoned off until hazardous tree is dealt with.
    - Action required within 2 weeks.
  3. Moderate and Low Hazard Risk:
    - Assessor determines what, if any, action is to be undertaken; documents decisions and schedules work on a priority basis.

Engineering and Operations  
Departments

Sewer/Parks Department

Parks Department

- Remedial action to be completed within 2 months.

**5.0 – Road Right-Of-Ways**

**That road right-of-ways beyond end of municipal road maintenance be inspected on a complaint basis only.**

The following consideration will apply within 1 week of notification by the public or City staff of a potential issue:

- Access for Emergency Services

Concerns/repairs noted during the inspection will be scheduled within 1 week of the review.

**6.0 – Playgrounds & Equipment**

**That playgrounds and equipment be inspected six times per year and appropriate records of the inspection results be kept on:**

- play equipment/structures/surfaces
- court nets/posts/fencing
- drainage at water spray park
- park wharves

Concerns noted during the inspection will be rated with the following guide:

- Routine Maintenance: minor deficiencies identified and repaired at time of inspection
- Non-hazardous deficiencies: repairs scheduled based on definition as ‘medium’ or ‘low’ priority.
- Safety deficiencies: immediate repairs required, isolate/out of service until repairs are complete.

**7.0 – Developed Parks**

**That in addition to visual inspections carried out by parks crews working onsite, developed parks be visually inspected two times per year and appropriate records of the inspection results be kept on:**

- parking lots
- bridges
- fencing
- parking/driveway
- pathways/trails
- bike racks
- open turf and other surface areas
- buildings/shelters/benches/picnic tables
- lighting
- litter receptacles
- trees and other planted areas
- catch basins
- Town Centre Core area sidewalks bounding developed parks
- Courtyard between Randy Herman Centre for Community Safety/Municipal Hall/RCMP

Roads Department

Playground Inspector

Parks Supervisor

Concerns noted during the visual inspection will be dealt with in the following manner:

- Routine Maintenance: minor deficiencies identified and repaired at time of inspection.
- Non-hazardous deficiencies: repairs scheduled based on definition as 'medium' or 'low' priority.
- Safety deficiencies: immediate repairs required, isolate/out of service until repairs are complete.

### **8.0 – Synthetic Sports Fields**

**That synthetic sports fields be inspected four times per year and appropriate records of the inspection results be kept on:**

- **Field conditions**
- **Fencing**
- **Goals**

Concerns noted during the inspection will be rated with the following guide:

- Routine Maintenance: minor deficiencies identified and repaired at time of inspection
- Non-hazardous deficiencies: repairs scheduled based on definition as 'medium' or 'low' priority.
- Safety deficiencies: immediate repairs required, isolate/out of service until repairs are complete.

### **9.0 – Grass/All Weather Sports Fields**

**That open grass/all-weather sports fields be inspected weekly from September to March and appropriate records of the inspection results be kept on:**

- infield and outfield surfaces
- backstops
- outfield fencing
- field lighting
- drainage
- irrigation
- benches
- bleachers
- dugouts
- home/pitcher plates
- perimeter fencing

Concerns noted during the inspection will be rated with the following guide:

- Routine Maintenance: minor deficiencies identified and repaired at time of inspection
- Non-hazardous deficiencies: repairs scheduled based on definition as 'medium' or 'low' priority.
- Safety deficiencies: immediate repairs required, isolate/out of service until repairs are complete.

Parks Department

Parks Department

Parks Department

**10.0 – Baseball Fields**

**That open baseball fields be inspected every three weeks from April to September and appropriate records of the inspection results be kept on:**

- infield and outfield surfaces
- backstops
- outfield fencing
- field lighting
- drainage
- irrigation
- benches
- bleachers
- dugouts
- home/pitcher plates
- perimeter fencing

Concerns noted during the inspection will be rated with the following guide:

- Routine Maintenance: minor deficiencies identified and repaired at time of inspection
- Non-hazardous deficiencies: repairs scheduled based on definition as ‘medium’ or ‘low’ priority.
- Safety deficiencies: immediate repairs required, isolate/out of service until repairs are complete.

**11.0 – Maintained Trails**

**That all maintained trails be inspected twice per year and appropriate records of the inspection results be kept on:**

- trail/pathway surfaces
- trail/pathway drainage
- litter/garbage issues
- bridges
- brushing concerns
- dangerous trees
- stairways
- fencing
- gates/barriers/bollards
- signs
- graffiti/vandalism

Concerns noted during the inspection will be rated with the following guide:

- Routine Maintenance: minor deficiencies identified and repaired at time of inspection.
- Non-hazardous deficiencies: repairs scheduled based on definition as ‘medium’ or ‘low’ priority.
- Safety deficiencies: immediate repairs required, isolate/out of service until repairs are complete.

Parks Department

Parks Department

**12.0 – Port Haney Wharf**

**That the Port Haney wharf be visually inspected six times per year and appropriate records of the inspection results be kept on:**

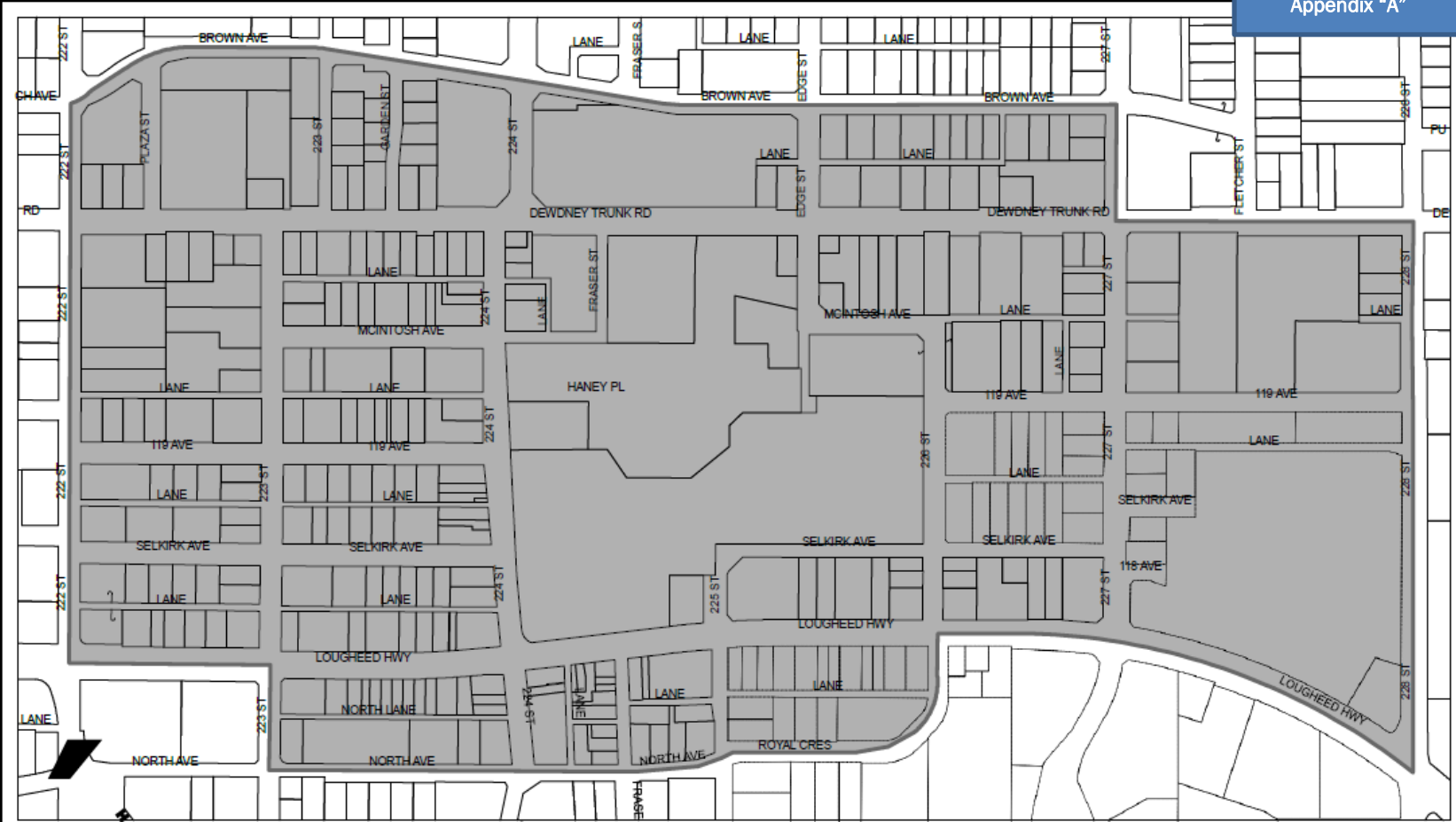
- the approach/entrance
- railing
- deck
- furniture
- float and ramp

Concerns noted during the inspection will be rated with the following guide:

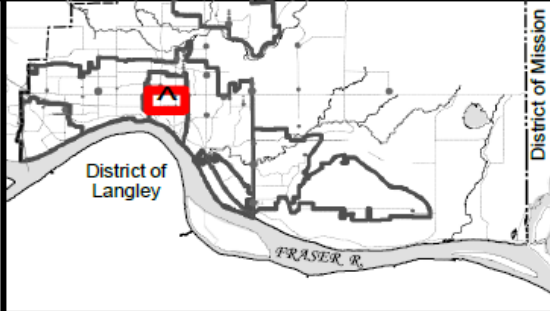
- Routine Maintenance: minor deficiencies identified and repaired at time of inspection
- Non-hazardous deficiencies: repairs scheduled based on definition as 'medium' or 'low' priority.
- Safety deficiencies: immediate repairs required, isolate/out of service until repairs are complete.

Parks Department





Scale: 1:5,000



Town Centre Core



DATE: Dec 16, 2015

BY: DT