

	Title: Sidewalk Inspection and Maintenance Policy	Policy No: CO-52
	Category: Council Policy	Classification: Engineering

1. Purpose:

To establish guidelines for how City staff will report and respond to reports of uneven sidewalks and walkways.

2. Scope:

This Policy applies to all City owned sidewalks and pedestrian walkways.

3. Policy Statement:

Based on budgetary restrictions and limited staffing resources the inspection and maintenance of City sidewalks, including those within or adjacent to lanes, parks and public recreation areas shall rely solely on the reports of observed defects by City staff or members of the public. To ensure that the inspection and repair is carried out in a timely and cost-effective manner, the following process will apply.

4. Principles:

Within the next business day, upon notification by the public or City staff that the condition of a City sidewalk may require inspection and maintenance:

1. A City employee will attend the site to inspect the issue reported; and
2. The City employee will assess the issue and repair based on the following criteria:

Level 1	A differential of less than 1.25cm (1/2 inch).	No service required.
Level 2	A differential between 1.25cm (1/2 inch) and 2.5cm (1 inch).	List for re-inspection in 6 months' time.
Level 3	A differential greater than 1 inch (2.5 cm).	Repair within one week and marked immediately.

5. References

Policy Number:	CO-52
Policy Owner:	Engineering
Endorsed by:	Senior Management Team
Final Approval:	Council (15/133)
Date Approved:	June 15, 2015
Revision Date:	
Amendments:	
Related Policies:	
Related Publications:	n/a

6. Contact Person:

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