



City of Kelowna
 1435 Water Street
 Kelowna, BC V1Y 1J4
 250 469-8500
 kelowna.ca

Council Policy

Sidewalk and Walkway Maintenance and Inspection

APPROVED January 9, 2006

RESOLUTION: R375/10/04/26
 REPLACING: R935/06/10/02; R031/06/01/09
 DATE OF LAST REVIEW: April 2010

A. INTRODUCTION

The City of Kelowna has over 400 kilometers of public sidewalks and walkways throughout the City and Parks. Public sidewalks vary in age and condition. The City recognizes that some sidewalk/walkway conditions can create unreasonable hazards for pedestrians and other sidewalk/walkway users.

The City does not have unlimited employee or financial resources and cannot reasonably replace all sidewalk/walkways needing replacement or repair within the same year the sidewalk/walkway is identified as needing repair or replacement. Sidewalk/walkway repair and replacement can be costly. Comprehensive sidewalk/walkway surveys are expensive and require the use of limited City personnel and other resources.

Accordingly, the City and its Transportation Services shall exercise both reasonable discretion and professional judgment in determining if and when sidewalk/walkways need to be repaired or replaced. The City expects that its agents, employees, and officials will exercise reasonable discretion in identifying conditions requiring repair and replacement, in the scheduling of repair and replacement, and in establishing priorities for repair and replacement.

B. SIDEWALK/WALKWAY INSPECTION PROCEDURES

Inspections shall not take place until all the frost is out of the ground, snow has melted and spring sweep completed.

Inspections are to be completed following the sidewalk/walkway inventory sheets for each area.

Inspections will be carried out by a qualified person so as to maintain consistency in the way the inspections are recorded.

Hazards are to be recorded on the field survey form as per the following ratings;

HAZARD TYPES:	DEFENITIONS:	HAZARD RATINGS:
1. Cracks or Separations	Crack in sidewalk panel with 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 @ the joint or crack	1. More than 5 cm change over 1.5 M 2. 2.5 cm to 5 cm change over 1.5 M 3. Less than 2.5 cm change over 1.5 M

B. SIDEWALK/WALKWAY INSPECTION PROCEDURES (CON'T)

HAZARD TYPES:	DEFENITIONS:	HAZARD RATINGS:
4. Filets	Any section within the sidewalk that is smaller than the neighbouring 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 in depth 2. 1.25 cm to 2.5 cm in depth 3. Less than 1.25 cm in depth
6. Obstacles	Items such as rebar sticking out of the concrete	1. More than 2.5 cm in projection/depression 2. 1.25 cm to 2.5 cm in projection/depression 3. Less than 1.25 cm in projection/depression

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

C. SIDEWALK/WALKWAY REPLACEMENT AND REPAIR

The originals of the field survey forms for areas where inspections have been completed are to be given to the concrete crew by the foreman so that scheduled repairs to all hazard level one's can be completed within six months of the completion of all sidewalk/walkway inspections. All level one hazards will be ranked in order of severity, taking into consideration height of trip hazard and location, with the most severe being repaired first. Once the hazard level one's are completed, hazard level two's can be checked and monitored. Repairs can be done on these as resources permit.

HAZARD TYPES:	HAZARD RATINGS:	REPAIR TYPES:
1. Cracks or Separations	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	1. Remove & Replace 2. Fill
2. Heave or Settlement	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	1. Remove & Replace 2. Grind 3. Fill
3. Deflections	1. More than 5 cm change over 1.5 M 2. 2.5 cm to 5 cm change over 1.5 M 3. Less than 2.5 cm change over 1.5 M	1. Remove & Replace 2. Grind Joint 3. Mud Jacking

4. Filets	<ol style="list-style-type: none"> 1. More than 5 cm changes over 1.5 M 2. 1.25 cm to 5cm in height/depth 3. Less than 1.25 cm in height/dept 	<ol style="list-style-type: none"> 1. Remove & Replace 2. Grind 3. Fill
5. Scaling	<ol style="list-style-type: none"> 1. More than 2.5 cm in depth 2. 1.25 cm to 2.5 cm in depth 3. Less than 1.25 cm in depth 	<ol style="list-style-type: none"> 1. Remove & Replace 2. Fill
6. Obstacles	<ol style="list-style-type: none"> 1. More than 2.5 cm in projection/depression 2. 1.25 cm to 2.5 cm in projection/depression 3. Less than 1.25 cm in projection/depression 	<ol style="list-style-type: none"> 1. Remove & Replace 2. Grind 3. Fill

D. 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.

E. 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 Municipal Officers Association guidelines.

REASON FOR POLICY

To provide maintenance staff direction on dealing with trip hazards.

LEGISLATIVE AUTHORITY

Council Approval.

PROCEDURE FOR IMPLEMENTATION

Annual Inspection program and service requests.