

## **City of Summerside Sidewalk Investigation Policy**

### **1. Scope**

This policy applies to the investigation, repair and replacement of sidewalks. All sidewalks within the City of Summerside, that are maintained by the City, are to be visually inspected once each year to determine if repairs are required.

### **2. Description**

#### **Sidewalk Condition Rating**

The inspection will consist of identifying the number of cracked blocks and number of "toe catches" that presently exist on a given section of sidewalk. A toe catch is defined as difference in height, greater than ½", between abutting sidewalk blocks or at a crack in a block. If any other hazard exists, it is to be noted as well.

### **3. Results**

#### **a. Severe Hazards**

A Severe hazard shall be defined as a toe catch greater than 1", a large depression or hole located within two feet (2') of the sidewalk. The investigation report will note the location and description all severe hazards that are discovered during the investigation.

#### **b. Replacement List**

The investigation report will identify long sections of sidewalks that have a large number of toe catches and cracked blocks. The replacement list normally consists of large sections of sidewalk that are scheduled to be replaced (ie. From one street to another street).

#### **c. Maintenance List**

Sections of sidewalk that are in good condition with the exception of a couple of blocks, will be noted so that the broken blocks may be placed on a maintenance list. Each year a number of single blocks or small sections of blocks, are to be replaced as part of the Tender for New Sidewalk Construction and Sidewalk Replacement.

#### **d. Repairs**

All toe catches that are identified as part of the sidewalk investigation shall be noted in the investigation report. The report will outline the number of toe catches that exist on a corresponding section of sidewalk.

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### **4. Procedure**

a. **Spring Rating**

All sidewalks within the City will be visually inspected once a year by the Municipal Services Department. If the Technical Services Department has an inspector on staff and is available, the inspector will complete the rating for the the Municipal Services Department. A summary report which will outline the number of cracked blocks, number of toe catches and any other hazards that existed on the date of the inspection. This rating and subsequent report is to be completed by the end of the third week in May.

b. **Severe Hazards**

If a severe hazard is noticed during the investigation, the location and description of the hazard will be noted in the report. The inspector will then notify the Municipal Services Department and pass along the location and description of the hazard. The Municipal Services Department will barricade the hazard as soon as possible and ensure that the hazard will be properly barricaded until the hazard can be repaired. The Municipal Services Department will repair the hazard with asphalt the next day or as soon as practicable. If further repairs are required after the asphalt patch, the blocks or section of sidewalk will be placed on our maintenance list.

c. **Replacement List**

The sidewalk replacement list will be compiled by the Technical Services Department as part of their yearly process for the next year's budget.

d. **Maintenance List**

A prioritized sidewalk maintenance list will be compiled by the Municipal Services Department from the summary report, as well as any other of their departmental priorities. Each year a number of single blocks or small sections of blocks from this list are to be replaced in conjunction with the Sidewalk New Construction and Replacement Tender, as the budget allows. The Municipal Services Department will forward their prioritized list of blocks that they wish to be replaced, so that Technical Services Department may incorporate these blocks into the tender. All toe catches and hazards will be repaired as per 4.e, even if the sections are scheduled for replacement.

e. **Repairs**

After the review has been completed, the report will be forwarded to the Municipal Services Department. All toe catches that have been noted in the investigation report shall be repaired by the Municipal Services Department. As the type of repair will predominately be an asphalt patch followed by the application of concrete powder, the repairs will be completed as the street is scheduled to be patched. These repairs will be completed each year, by the fifteenth of July.