

POLICY STATEMENT AND REGULATIONS

Number: 900.3

MAINTENANCE INSPECTION PROGRAM

General Purpose

To maintain the following, in such a manner as to minimize economic loss and inconvenience to the community.

To prevent or reduce hazardous conditions which may cause an accident or injury.

WATER

Domestic Water Shut-offs	once every ten years
Water Meters	once every five years
Main Valves	once every five years
Hydrants	once a year
Pump Stations	checked sever days per week

RESERVOIRS & DAMS

Concrete Dams	cleaned & inspected once a week during spring run-off and once a month until winter freeze up
Earth Filled Dams	cleaned & inspected once a week during spring run-off and once a month until winter freeze up drained & inspected every four to five years

SEWAGE SYSTEM

Services	T.V. inspected when required
Sanitary Mains:	
Interceptors	flushed every three years; T.V. inspected when required
Slow accumulative Main	flushed twice a year; T.V. inspected every four years

STORM DRAINAGE

Storm Main	power flushed every two years; T.V. inspected every ten years
Catch Basins	cleaned twice a year
Storm Ponds	drained and inspected once a year
Ditches	cleaned once a year

PUBLIC WORKS

* Roads and Lanes **inspection includes potholes, signs, hazards, sight clearance and weeds**

Arterials	every three months
Collectors	every six months
Residential	once a year
*Lanes	once a year
*Parking Lots	once a year
Snow Control	daily at 6:00 a.m. October 31 to March 31
Sidewalk & Curb	once a year
*Walkways and Stairs	every four months

***Only Recorded in Daily Journal**

CREEKS

Walking Bridges	clean & inspected once a year, structural inspection every three years
Culverts	check yearly for corrosion, check every five years for settlement
Creek Right-of-Ways	inspected and cleaned once a year
Structures	inspected after spring run-off

PARKS & BEACHES

Playground Equipment	inspect once a year
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EQUIPMENT

Vehicles	inspected when serviced every 4,500 km, written report
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Heavy Equipment	inspected when serviced every 250 hours, written report
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WORKS YARD & OFFICE

Site Security	check perimeter fence once a year
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Building Security	inspect fire alarm once a year; inspect burglar alarm every two years
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Adopted June 22, 1998

ADOPTED: October 11, 1994