**Municipality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Walkway Inspection Program**

**Municipal Owned Property**

**PURPOSE:** Over a period of time, sidewalks, crosswalks and paths become weathered, damaged and in poor condition. Because of the importance of maintaining municipal owned sidewalks and paths in a good and safe condition, an ongoing maintenance inspection program is necessary. These include sidewalks, including curbs and crosswalks constructed of concrete, bricks, pavers and exposed aggregate. Paths include walking or bike paths maintained by the municipality constructed of concrete, asphalt, stone, dirt or woodchips.

In order to assure that the program is effective, it is necessary to determine if sidewalks, curbs, crosswalks and paths are:

 1. Free of cracks, depressions, potholes or holes

 2. No trips hazards are present such as sign posts, grate covers or clean outs

 3. Areas drain well and do not accumulate water

 4. Surface is smooth and level

**ACTION:** It is suggested that the following procedures be considered for adoption.

 1. All sidewalks and paths should be inspected a minimum of once a year.

 2. A record of each location should be maintained and the condition recorded as noted.

 3. Any sidewalk, curb, crosswalk or path that is damaged, cracked or missing should be repaired or replaced immediately.

 4. Any sidewalk or path that is obstructed by any physical obstruction, such has a sign post; raised manhole or clean out, that obstruction should be immediately abated

 5. Any path that is constructed of stones, gravel or dirt that has a depression or trip hazard shall be leveled.

6. If immediate repairs cannot be made, proper barricades, construction tape and other means should be used to block the area from use.

**Sidewalk Inspection Checklist**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Surface: (concrete, bricks, pavers) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Surveyed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_AM/PM**

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| --- | --- | --- | --- | --- |
| **Hazards to Check** | **OK** | **N/A** | **NEED REPAIR** | **Comments** |
| Good drainage, away from entrances and walkways |   |   |   |   |
| No door stops or projections sticking up out of sidewalk |   |   |   |   |
| Walking surface free of depressions, cracks, holes, raised edges and drop offs |   |   |   |   |
| Manhole covers, drain clean outs, water lids are flush with sidewalk and have secure lids  |   |   |   |   |
| Surface finish is rough, not painted or polished |   |   |   |   |
| Standard warning signs are used where needed |   |   |   |   |
| Signs or poles do not block walks or vision |   |   |   |   |
| Curb and sidewalk joints are even |   |   |   |   |
| Hand and guard rails at level changes & secure |   |   |   |   |
| Good visual contrast at sidewalk ends, curbs and level changes |   |   |   |   |
| Curbs free of holes, raised edges |   |   |   |   |
| Handicap ramps & driveway aprons free of cracks, holes or raised edges |   |   |   |   |
| Down spouts and rain gutters do not cause wet or icy walks |   |   |   |   |
| **Corrective Action Needed** | **Referred To:** |
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