

**MUNICIPALITY:** \_\_\_\_\_

## **ROADWAY INSPECTION PROGRAM**

**PURPOSE:** Over a period of time, streets, roads, alleyways, lanes and crosswalks become weathered, damaged and in poor condition. Because of the importance of maintaining municipal owned roadways in a good and safe condition, an ongoing maintenance inspection program is necessary.

In order to assure that the program is effective, it is necessary to determine if streets, roads, alleyways, lanes and crosswalks are:

1. Free of cracks, depressions, potholes, valleys or ruts
2. Free of uplifted or loose manhole or street valve covers or castings
3. Crosswalks are free of trip hazards and designated lines are not faded
4. Areas drain well and do not accumulate water
5. Surface is smooth and level
6. Storm Water inlets & drains are not loose or damaged and are not clogged with leaves or debris.

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

1. All streets, roads, alleyways, lanes and crosswalks 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 streets, roads, alleyways, lanes and crosswalks where a condition listed above is noted, immediate repairs should be made or planned.
4. If immediate repairs cannot be made, proper barricades, construction tape and other means should be used to block the area from use.

## ROADWAY INSPECTION CHECKLIST

SECTOR/ROUTE: \_\_\_\_\_ STREET: \_\_\_\_\_

STREETS – FROM: \_\_\_\_\_ TO: \_\_\_\_\_

TYPE OF SURFACE: (concrete, asphalt, bricks, pavers) \_\_\_\_\_

SURVEYED BY: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ AM/PM

HAZARDS TO CHECK	OK	N/A	NEED REPAIR	COMMENTS
Roadway surface free of depressions, cracks, holes, raised edges and drop offs				
Area drains well and does not accumulate water				
Storm Water inlets are secure				
Storm Water inlets are clear from debris; face of inlet and inside				
Crosswalks are free of trip hazards and designated lines are not faded				
CORRECTIVE ACTION NEEDED			REFERRED TO:	