

File No.: 04-1000-20-2023-260

June 13, 2023

s.22(1)

Dear s.22(1)

Re: **Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")**

I am responding to your request of May 1, 2023 under the ***Freedom of Information and Protection of Privacy Act*** for:

**Records related to the installation, maintenance, inspection, repair, and hazard warning to the public regarding the sign post sleeve on the sidewalk at the NW corner of Smithe and Burrard Street;**

- 1. Revision 1.3 of the Sidewalk Hazard Inspection Program - Inspection Manual and Procedures that was in effect from January 1, 2019 to February 8, 2023 (i.e. the period in which the hazard was present and the applicant's client tripped);**
- 2. Inspection Report # 239674 (and earlier inspection reports of this area if created);**
- 3. Hansen Inspection Form(s) related to the latter hazard (this document is referenced in Appendix B of the current Sidewalk Hazard Inspection Program); and**
- 4. Records showing when the area was inspected after the parking meter was removed from the pole sleeve during the creation of the adjacent bike lane and before the applicant's client January 12, 2023 trip and fall. (Page 11 of the provided pdf shows a post-accident inspection on February 2, 2023 but there is no record of a pre-accident inspection.)**

All responsive records are attached. Some information in the records has been severed (blacked out) under s.22(3)(d) of the Act. You can read or download this section here: [http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/96165\\_00](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00).

Under section 52 of the Act, and within 30 business days of receipt of this letter, you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your FOI request by writing to: Office of the Information & Privacy Commissioner, [info@oipc.bc.ca](mailto:info@oipc.bc.ca) or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number (#04-1000-20-2023-260); 2) a copy of this letter; 3) a copy of your original request; and 4) detailed reasons why you are seeking the review.

Yours truly,

*[Signed by Cobi Falconer]*

**Cobi Falconer, MAS, MLIS, CIPP/C**  
**Director, Access to Information & Privacy**  
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If you have any questions, please email us at [foi@vancouver.ca](mailto:foi@vancouver.ca) and we will respond to you as soon as possible. Alternatively, you can call the FOI Case Manager at 604-871-6584.

Encl. (Response Package)

:dl



# SIDEWALK HAZARD INSPECTION PROGRAM

## Inspection Manual and Procedures

Engineering Services  
City of Vancouver

Revision: 1.3  
Date: January 9, 2019

## Revision History

Rev.	Date	Comments
0	2012-11-28	Draft issued for review
1.0	2013-12-24	Issued for 2013-2014 Sidewalk Inspection Program
1.1	2014-12-19	Issued for 2014-2015 Sidewalk Inspection Program; revised associated sidewalks diagram, revised Landscape Encroachment program procedures
1.2	2016-01-15	Issued for 2015-2016 Sidewalk Inspection Program; revised Sidewalk Obstacle description
1.3	2019-01-9	Issued for 2019 Sidewalk Inspection Program; Addition of Sidewalk Condition Rating

## DEFINITIONS

**Annual Inspection:** A scheduled inspection program that is carried out approximately once a year. Some variance may occur due to availability of resources and other factors.

**Boulevard:** The area between a roadway's shoulder or curb & gutter and the adjacent property line that is not a sidewalk or pathway, and on a street where traffic is separated by means of a median, and includes the median. This area may be landscaped with grass, trees, plantings, other installed features and/or private encroachments (e.g. connector walks, wooden curbs, landscaping, etc.) and there may be an inherent variability of the surface.

**Crosswalk:** The area where a pedestrian has the right of way when crossing a roadway that is either a marked pedestrian crossing or an area within an intersection that is the portion of a roadway between the extension of the lateral edge of the roadway and the adjacent lateral property line but does not include lane intersections.

**Curbs:** A permanent curb or curb & gutter, usually constructed from concrete, asphalt, or stone, that is installed at the edge of a roadway to separate a roadway pavement from a boulevard and/or sidewalk.

**Day:** a 24 hour period.

**Hazard:** A defect that exceeds the tolerance specified for an asset.

**Inspector:** A person who has been assigned by the City to undertake the inspection of an asset in accordance with this inspection program.

**Lane:** A street less than 10.06 metres in width that is usually located at the rear of a property.

**Pathway:** A pedestrian or shared pedestrian path (a path that is intended for use by pedestrians and other non-motorized traffic), which is neither a roadway nor a sidewalk, which has been improved by the City with a permanent hard surface (such as concrete, asphalt, or pavers).

**Paved Surface:** A surface constructed with a layer or layers of asphalt, concrete, or pavers.

**Roadway:** The portion of a street improved, designed, or intended for vehicular use and located between curbs and/or shoulders.

**Sidewalk:** The portion of a street, improved for the use of pedestrians, between the curb lines or lateral lines of a roadway and the adjacent property lines. A sidewalk is improved with a permanent hard surface (such as concrete, asphalt, or pavers) that is intended for the primary use of pedestrians, including the main sidewalk surface, accessibility curb ramps, bus stop landings, and portions of a sidewalk that cross a lane entrance

**Shoulder:** The portion of a street between the roadway paved surface and the boulevard, usually without a permanent paved surface and where a curb has not been installed, that provides lateral support to the roadway and may accommodate stopped vehicles.

**Street:** A public road, highway, bridge, viaduct, lane and sidewalk, and any other way normally open to the use of the public, but does not include a private right-of-way on private property.

**Trail:** A granular or bark mulch sidewalk or pathway installed by the City that is intended for use by pedestrians and/or non-motorized traffic. A trail does not have a permanent paved surface and therefore there is an inherent variability of the surface.

**Tree Base:** The area around the trunk of a tree that is located within a sidewalk. The area may have a natural surface or may have a manufactured cover installed surrounding the tree.

**Tree Grate:** A manufactured cover, typically constructed from metal or concrete, that is installed around a tree to protect the tree base. Also may be referred to as a tree surround or a concrete surround.

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## 1.0 INTRODUCTION

The City of Vancouver has over 4200 kilometers of streets, lanes, sidewalks, and pathways throughout the City. These assets vary in age, construction and condition. Over time, defects may develop that could pose a hazard to pedestrians or road users.

The City has established a Street and Sidewalk Hazard Inspection Policy that specifies the requirements for assets to be inspected, the definitions of defects that are considered to be hazardous, and the requirements for responding to identified hazards so that a reasonable level of service is provided to the public.

The Sidewalk Hazard Inspection Program has been developed by Engineering Services to implement an “annual inspection” program in accordance with the Street and Sidewalk Hazard Inspection Policy for assets that are the maintenance responsibility of Engineering Services.

Inspections are carried out by inspectors assigned to the inspection program by Engineering Services. Inspections are scheduled based on the availability of resources for inspection services and resources of maintenance staff to undertake identified repairs.

## 2.0 SCOPE

The following assets are inspected as part of this scheduled “annual inspection” program. The exact timing of the inspection for an individual asset may vary from year to year within the inspection program:

- Sidewalks and Pathways
- Crosswalks
- Curbs directly abutting Sidewalks and Crosswalks

Only assets in the above categories that are the maintenance responsibility of Engineering Services are inspected as part of this program. City facilities, Parks, and right of ways on private property maintained by others are not inspected.

Steps and walkways at the following locations are inspected by others and are not inspected as part of this program:

- South end Burrard Bridge, one set each side
- North end Bayswater St to the beach
- North end Balaclava St to the beach
- North end Waterloo St to the beach
- Dunbar St/Cameron St walkway to the beach
- Northeast corner Trimble St/W 4th Av to Locarno
- West end W 3rd Av to Trimble St
- West end W 3rd Av to lane west of Trimble and lane south of W 4th Av
- South end Sasamat St to W 3rd Ave.
- 300 metres west of Blanca St, Belmont Av to NW Marine Dr
- Lane south of W 11th Av, Crown St to west
- Lane south of W 11th Av, Crown St to east

- Wallace St, lane south of W 10th Av, to W 10th Av
- West side Dunbar St to W 13th Av
- Northeast corner Dunbar St & W 14th Av to northeast
- West side of Blenheim St to 19th Av
- North of W King Edward Av, Puget Dr to lane west of Puget Dr
- Southwest corner W King Edward Av and Puget Dr to Quesnel Dr
- South side W 29th Av and Puget Dr
- South side Puget Dr to lane south of Puget Dr at Trafalgar St
- Trafalgar St, Puget Dr to lane south McBain Av
- W 29th Av, Maple Cr to lane east of Magnolia St
- Science Centre at the west side of Quebec St & Terminal Av
- False Creek (north side and south side)
- Coal Harbour (south side of Burrard Inlet)
- Laurel Street pedestrian bridge

### **3.0 INSPECTION PROCEDURES**

Inspections are undertaken based on visual checks of the surface exposed at the time of inspection to identify hazards. When a hazard is identified in accordance with the policy, the inspection result will be recorded by the inspector and forwarded to maintenance staff so that a repair will be scheduled. The hazard shall be repaired within the timeframe specified for that asset. An asset is considered to be repaired when a repair has been undertaken so that the defect no longer meets the condition that defines the defect as a hazard.

In most cases, it will be appropriate for inspectors to walk each sidewalk once to identify defects on the inspected sidewalk and any inspected curbs directly abutting that sidewalk and/or associated crosswalks. On wide and heavily walked sidewalks (such as sidewalks in commercial areas or sidewalks adjacent to institutional properties) more than one pass may be appropriate. If leaves, snow, or other debris covers an asset that is to be inspected, such that an inspection of the surface condition is not reasonable, the inspection should be postponed until the surface can be observed.

Although the inspection of the surface exposed at the time of inspection is visual, inspectors will take a measurement of the identified hazards when there may be doubt to whether a hazard exceeds the tolerance specified for that defect. Inspectors will always carry a ruler for measurement during inspection.

In any circumstance when traffic may put the inspector in danger, the inspector must not walk into a roadway and/or traffic and must maintain their safety.

Inspections shall be recorded by the inspector and entered into the department's work management system, Hansen. The Hansen system will maintain the inspection records and will be used to track repairs associated with the inspection. Typically, inspectors will enter inspection records directly into the Hansen system through portable computing devices.

Inspection forms will be created for sidewalk and pathway assets in the Hansen system. Some of these assets will not be subject to inspection under the Street and Sidewalk Hazard Inspection Policy.

If an asset is subject to inspection, the inspector will undertake the required inspections on the asset and any associated assets, complete the inspection form, and close the inspection form once the inspection is completed.

If an asset is not subject to inspection but there are associated assets that are subject to inspection (such as crosswalks), the inspector will undertake the required inspections on the associated assets, complete the inspection form, and close the inspection form once the inspection is completed.

If an asset is not subject to inspection and there are no associated assets that are subject to inspection, the inspector will not undertake an inspection and will complete and close the inspection form.

When a sidewalk or an associated street asset (curbs and/or crosswalks) is inspected, an inspection record will be completed for the sidewalk asset. Defects found on the sidewalk will be recorded on the sidewalk inspection form and associated to the sidewalk asset. Defects found on an inspected street asset (curbs and/or crosswalks) will be recorded on the sidewalk inspection form and associated to the street asset.

When a pathway or associated pathway asset is inspected, defects found on the pathway or associated pathway asset will be recorded on the pathway inspection form and associated with the pathway asset.

The inspector will identify the type and location of an identified inspection defect on the inspection form. The inspection form allows for the recording of multiple defects on an asset. Identified inspection defects must be recorded on the form so that maintenance staff will be able to identify and locate defects that must be repaired. If there is more than one defect found at a specific location, the most predominant defect should be identified and recorded on the inspection form. When multiple defects are identified within a close proximity of each other, a single inspection defect may be entered into the inspection form to record the defects and to indicate the nature and location of the defects.

In the event that the Hansen system is not available, inspectors will manually record inspection results and enter the inspection records into the Hansen system as soon as practicable.

Typically the inspector will be able to report the defect location by using an approximate distance in meters from an adjacent reference location or landmark, such as a civic address, fire hydrant, pole, or lane entrance. In some limited cases it may be necessary for the inspector to provide further details to maintenance staff on the location of a defect, particularly in locations where it is difficult to describe the location of a defect in the inspection form. In these cases the inspector should contact the maintenance staff to ensure that the location of the defect is located for repair.

In the event that there is a discrepancy in the asset information in Hansen and the observed asset properties for an asset subject to inspection under this policy, the inspector will make note of the discrepancy in the data on the inspection record, will inform the asset owner of the discrepancy so that the asset information in Hansen can be updated, and will inspect the asset based on the observed asset properties.

During the undertaking of this sidewalk hazard inspection program the inspector may notice other defects or situations which they may feel may put the public in danger or that may need immediate attention. It is the expectation of the City that when staff identify an issue of concern, staff should report those issues to the City through the City's 3-1-1 system so that the appropriate maintenance or administrative group can respond.

## **4.0 INSPECTION DEFECTS**

The Street and Sidewalk Hazard Inspection Policy defines hazards that will be identified as inspection defects by this inspection program. The following sections define how defects for sidewalks, pathways, crosswalks, and curbs directly abutting sidewalks and/or crosswalks shall be identified and recorded in the inspection program.

When an inspection defect could be recorded in a number of categories or against a number of assets, the defect should only be recorded once using the most appropriate inspection defect category. The inspection defect should be recorded against the asset that is the source of the defect (e.g. if there is a sharp vertical difference between a sidewalk and the top of a directly abutting curb, the defect should be recorded as a sidewalk trip when the sidewalk is out of elevation or as a curb trip when the curb is out of elevation).

### **4.1 Sidewalks and Pathways**

A sidewalk is inspected when it is improved with a permanent hard surface (such as concrete, asphalt, or pavers) that is intended for the primary use of pedestrians. A sidewalk includes the main sidewalk surface, the utility strip, accessibility curb ramps, bus stop landings, and portions of a sidewalk that cross a lane entrance when these areas are also improved with a permanent hard surface.

A pathway is inspected when it is a pedestrian or shared pedestrian path (a path that is intended for use by pedestrians and other non-motorized traffic), which is neither a roadway nor a sidewalk, which has been improved by the City with a permanent hard surface (such as concrete, asphalt, or pavers).

Sidewalks and pathways without a permanent hard surface are not inspected.

Typically, the inspector should record any observed defects at the sidewalk corner against the adjacent east or west sidewalk asset. If there is no adjacent east or west sidewalk, defects at these locations may alternately be recorded under the adjacent north or south sidewalk asset.

When a sidewalk or pathway crosses a lane entrance, the surface of the lane entrance that connects the sidewalk across the lane entrance shall be inspected as part of the sidewalk or pathway inspection.

Adjacent to the sidewalk and/or pathways there are areas that are not inspected as part of this program. Areas such as boulevards (not improved with a permanent hard surface by the City), curbs (not directly abutting a sidewalk), lanes, roadways, shoulders, trails, tree bases (not improved with an installed tree grate nor surround), and private encroachments (such as boulevard landscaping, connector and entrance walks, and stepping stones installed by an adjacent property) are not inspected for hazards as part of this program.

Inspection Defect - Description	Policy Hazard	Defect Description	Measurement
SWTrip - Sidewalk Trip	Trip	<p>A sharp vertical difference in elevation between two adjacent sections of a sidewalk surface, at a crack, or between a sidewalk surface and an abutting curb that is intended to be level with the sidewalk (when the sidewalk is out of elevation).</p> <p>Items with an intended elevation difference, such as expansion joints of structures, are not defects.</p>	More than 2.5 cm height
SWGap - Sidewalk Separation	Gap	<p>An open separation between two adjacent sections of a sidewalk surface, across a crack, or between a sidewalk surface and an abutting curb (when the sidewalk surface has moved). The measurement of the width and the depth of the gap must both be exceeded to be a defect.</p> <p>Items with an intended gap, such as expansion joints of structures and catch basins, are not defects.</p>	More than 2.5 cm width and depth
SWObstacle - Sidewalk Obstacle	Obstacles	<p>Obstacles include broken sidewalk pieces and items set in the sidewalk, such as empty sign post sleeves, bolts, and other irregularities with a sharp vertical difference in elevation from the sidewalk surface.</p> <p>Items with an intended elevation difference, such as expansion joints of structures, pole bases, steps and curbs, are not defects.</p>	More than 2.5 cm projection

Inspection Defect - Description	Policy Hazard	Defect Description	Measurement
SWTreeBase - Sidewalk Tree Base	Tree Base	<p>A defect in a tree base occurs when there is a sharp vertical difference in elevation between two adjacent sections of an installed tree grate or between an installed tree grate and a sidewalk surface (when the tree grate is out of elevation).</p> <p>Constructed gaps and openings within the surface of the tree grate and the opening between the base of the tree and the tree grate are not defects.</p> <p>When a tree grate is not installed and there is an area surrounding a tree composed of soil, granular material, plantings, and/or roots which may be uneven, these conditions are not defects.</p>	More than 2.5 cm height
XLTrip - Lane Crossing Trip	Trip	<p>A sharp vertical difference in elevation within the lane crossing surface, at a crack, between a lane crossing surface and an abutting gutter of a curb, due to the loss of surface material (e.g. pothole) or surface movement.</p> <p>Items with an intended elevation difference, such as expansion joints of structures, are not defects.</p>	More than 2.5 cm height
XLDistort - Lane Crossing Distortion	Trip	<p>A sharp vertical difference in elevation within the lane crossing surface or between a lane crossing surface and an abutting gutter of a curb, due to a distortion in the surface material.</p> <p>Items with an intended elevation difference, such as expansion joints of structures, are not defects.</p>	More than 2.5 cm height

<b>Inspection Defect - Description</b>	<b>Policy Hazard</b>	<b>Defect Description</b>	<b>Measure-ment</b>
XLGap - Lane Crossing Gap	Gap	<p>An open separation between two adjacent sections of a lane crossing surface, across a crack, or between a lane crossing surface and an abutting curb. The measurement of the width and the depth of the gap must both be exceeded to be a defect.</p> <p>Items with an intended gap, such as expansion joints of structures and catch basins, are not defects.</p>	More than 2.5 cm width and depth
PWTrip - Pathway Trip	Trip	<p>A sharp vertical difference in elevation between two adjacent sections of a pathway surface, at a crack, or between a pathway surface and an abutting curb that is intended to be level with the pathway (when the pathway is out of elevation).</p> <p>Items with an intended elevation difference, such as expansion joints of structures, are not defects.</p>	More than 2.5 cm height
PWGap - Pathway Separation	Gap	<p>An open separation between two adjacent sections of a pathway surface, across a crack, or between a pathway surface and an abutting curb (when the pathway surface has moved). The measurement of the width and the depth of the gap must both be exceeded to be a defect.</p> <p>Items with an intended gap, such as expansion joints of structures and catch basins, are not defects.</p>	More than 2.5 cm width and depth
PWObstacle - Pathway Obstacle	Obstacles	<p>Obstacles include broken pathway pieces and items set in the pathway, such as water meter boxes, junction boxes, manhole lids, empty sign post sleeves, bolts, and other irregularities with a sharp vertical difference in elevation from the pathway surface.</p> <p>Items with an intended elevation difference, such as expansion joints of structures, pole bases, steps and curbs, are not defects.</p>	More than 2.5 cm projection/ depression

Inspection Defect - Description	Policy Hazard	Defect Description	Measure-ment
PWTreeBase - Pathway Tree Base	Tree Base	<p>A defect in a tree base occurs when there is a sharp vertical difference in elevation between two adjacent sections of an installed tree grate or between an installed tree grate and a pathway surface (when the tree grate is out of elevation).</p> <p>Constructed gaps and openings within the surface of the tree grate and the opening between the base of the tree and the tree grate are not defects.</p> <p>When a tree grate is not installed and there is an area surrounding a tree composed of soil, granular material, plantings, and/or roots which may be uneven, these conditions are not defects.</p>	More than 2.5 cm height

When a hazard condition is identified in a sidewalk or pathway through the inspection program it shall be repaired within seven (7) days, as time and resources allow.

## 4.2 Crosswalks

A crosswalk is inspected when there is an area on the roadway where a pedestrian has the right of way when crossing a roadway that is either a marked pedestrian crossing or an area within an intersection that is the portion of a roadway between the extension of the lateral edge of the roadway and the adjacent lateral property line but does not include lane intersections.

When a hazard condition is identified in a sidewalk, either through an “annual inspection” or through a review arising from a report of a potential defect, it shall be repaired within seven (7) days, as time and resources allow.

When a crosswalk is marked the area within the marked crossing, or crossing treatment, of the roadway will be inspected.

When a crosswalk is unmarked, the area of the roadway surface that would connect the sidewalks and/or curb ramps across the roadway where a pedestrian would be expected to cross will be inspected.

When a crosswalk extends through a median, and the median has been improved with a permanent surface (such as concrete, asphalt, or pavers) to continue the crosswalk through the median, that area of the crosswalk that extends through the median will be inspected as part of the crosswalk inspection.

There are a number of locations throughout the City at intersections where pedestrians do not have the right of way to cross a roadway. These locations may be indicated through signage and/or barriers (such as guard rails, islands/medians). At these locations a crosswalk does not exist.

When a hazard is identified, it will be reported on the inspection form of a sidewalk associated with the street segment that the crosswalk is located on. If there is more than one sidewalk associated with the street segment, the inspector will record the defect on only one of the associated sidewalk inspection forms.

<b>Inspection Defect</b>	<b>Policy Hazard</b>	<b>Description</b>	<b>Measurement</b>
XWPothole - Crosswalk Pothole	Crosswalk Trip	<p>A sharp vertical difference in elevation within the crosswalk surface, at a crack, between a crosswalk surface and an abutting gutter of a curb, where there is a loss of surface material.</p> <p>Items with an intended elevation difference located within a crosswalk, such as curbs and expansion joints of structures, are not defects.</p>	More than 2.5 cm height
XWDistort - Crosswalk Distortion	Crosswalk Trip	<p>A sharp vertical difference in elevation within the crosswalk surface, at a crack, between a crosswalk surface and an abutting gutter of a curb, where there is a distortion in the surfaces.</p> <p>Items with an intended elevation difference located within a crosswalk, such as curbs and expansion joints of structures, are not defects.</p>	More than 2.5 cm height
XWGap - Crosswalk Gap	Crosswalk Gap	<p>An open separation between two adjacent sections of a crosswalk surface, across a crack, or between a crosswalk surface and an abutting gutter of a curb. The measurement of the width and the depth of the gap must both be exceeded to be a defect.</p> <p>Items with an intended gap located within a crosswalk, such as expansion joints of structures and catch basins, are not defects.</p>	More than 2.5 cm width and depth

When a hazard condition is identified in a crosswalk through the inspection program it shall be repaired within seven (7) days, as time and resources allow.

#### **4.3 Curbs Directly Abutting Sidewalks, Pathways and Crosswalks**

Curbs are not inspected for defects except when they are directly abutting an adjacent sidewalk (curb walk, utility strip, curb ramp, bus stop passenger landing or lane crossing), pathway, or crosswalk. The curb will be inspected where the surface of the curb is expected to match the elevation of the abutting sidewalk, pathway, or crosswalk.

Typically, the top of curb will be inspected when there is a directly abutting sidewalk or pathway. Typically, the gutter will be inspected only when a curb is within a crosswalk or lane crossing or when the gutter is directly abutting a pathway or sidewalk.

<b>Inspection Defect</b>	<b>Policy Hazard</b>	<b>Description</b>	<b>Measurement</b>
CBTrip - Curb Trip	Curb Trip	A sharp vertical difference in elevation between two adjacent curb sections or between the curb and a sidewalk, pathway, or crosswalk surface (where the curb has moved out of elevation).	More than 2.5 cm height
CBGap - Curb Gap	Curb Gap	An open gap between two adjacent sections of a curb, across a crack, or between a curb and a sidewalk, pathway, or crosswalk surface (where the curb has moved). The measurement of the width and the depth of the gap must both be exceeded.  Items with an intended gap, such as expansion joints of structures and catch basins located within a curb are not defects.	More than 2.5 cm width and depth
CBDistort - Curb Distortion	Curb Irregularity	A sharp vertical difference in elevation within a curb or where a portion of the curb has been broken away.	More than 2.5 cm projection/depression

When a hazard condition is identified in a curb through the inspection program it shall be repaired within seven (7) days, as time and resources allow.

## 5.0 COORDINATED ACTIVITIES

Other inspection, enforcement, maintenance, and data collection activities may be undertaken by inspectors in conjunction with the Sidewalk Hazard Inspection Program and the associated data collection tools. These activities and data are not part of this inspection program, but are coordinated with the undertaking of the inspection program. Coordinated activities may differ from one inspection cycle to another.

## 6.0 SIDEWALK CONDITION RATING SCORING SYSTEM

Score	Rating	Description	Extent of Distresses
1	Very Good	As New - no distresses	0% of sidewalk area
2	Good	Minor level of distresses	<10% of sidewalk area
3	Fair	Moderate level of distresses	<25% of sidewalk area
4	Poor	Significant level of distresses	<50% of sidewalk area
5	Very Poor	Severe level of distresses	>= 50% of sidewalk area
0	N/A	No Sidewalk	N/A

A distress is a condition where there is an indication of unfavourable performance or deterioration of the sidewalk surface or structure. This would include distresses such as cracks, heaves, settlements, broken panels, surface wear, ponding, and temporary patches. Deviations within the sidewalk surface of 5 mm or less are not to be considered distresses for this rating system. The SWCR score should reflect the overall condition of each sidewalk asset for the permanent hard surfaces constructed for pedestrian use in the sidewalk area, and does not include landscaped areas, grass boulevards, tree bases, sidewalk surface encroachments (e.g. connector walks, stepping stones, etc. which are not the responsibility of the City) or any private areas/plazas abutting the sidewalk. The SWCR score entered should be reflective of the overall observed condition of the City's sidewalk at the time of inspection based on the visual observations of the sidewalk asset by the inspectors.

The data will be collected in the standard Hansen RSwhHazard sidewalk hazard inspection form on the SWAssetDetails tab. SWCR scores will be entered into the "Text Value" field on the tab and the "Text Attribute" field will be completed by selecting the value for this data collection attribute (SWCR).

On the completion of the 2015-16 Sidewalk Hazard Inspection Program, the SWCR results should be reviewed to ensure that data has been collected in accordance with the SWCR system and that the data is valid. Valid results shall then be processed and the value for the SWCR will need to be transferred to the Sidewalk Asset Inventory record in the Hansen system in the Sidewalk Inspection History table (ASSETMANAGEMENT\_STREET.SWINDHIST) as an SWCR index. The SWCR results will then be visible in Hansen for the Sidewalk Asset under the Life History tab Asset Index Value. This will require IT to process the information and update the necessary tables in the Hansen system with the results from the inspection records.

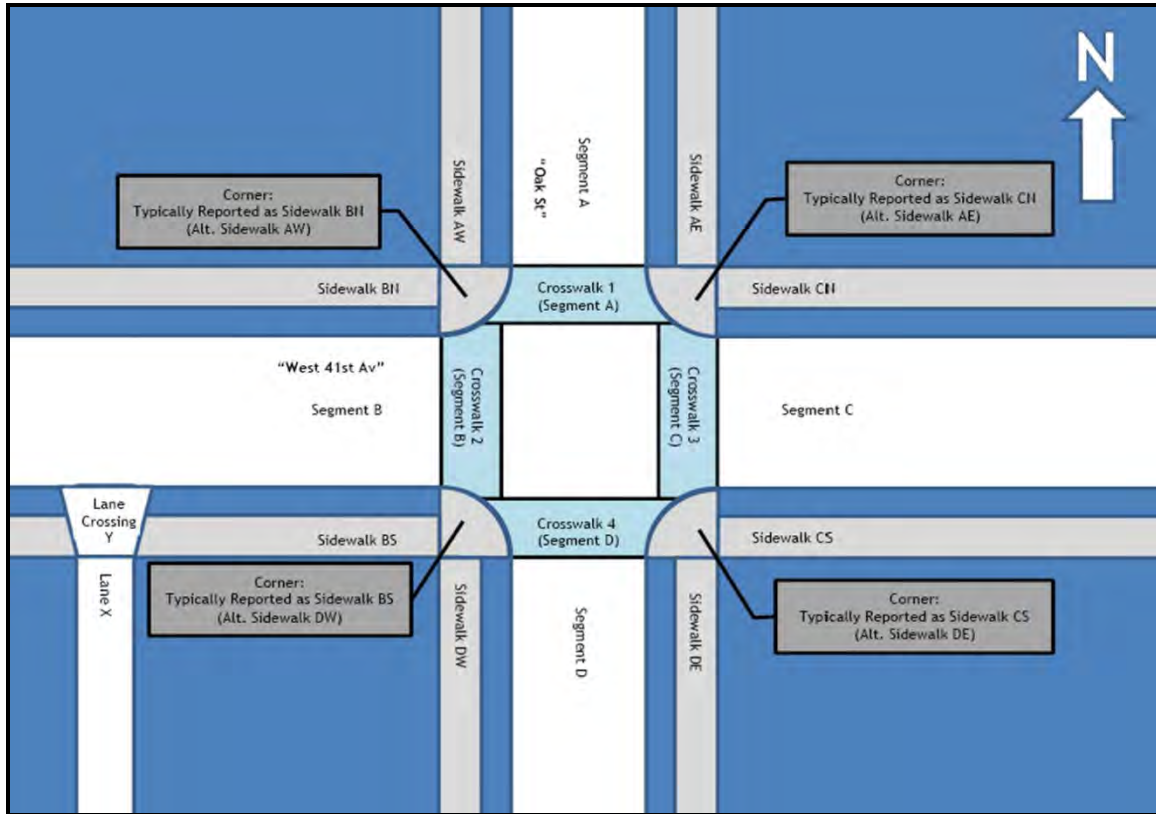
It is requested that IT makes the necessary changes to the data table values and index record values in the Hansen system to facilitate the collection of this information during the 2015-16 Sidewalk Hazard Inspection Program season.

With regards to arranging for the sidewalk inspectors to collect SWCR information, we are happy to work with the inspectors to provide examples or basic training on expectations around the collection of this data. Please contact Jeff Moi if you have any further questions.

## APPENDIX A: ASSET ASSOCIATIONS

The following figure and descriptions identify how street and sidewalk assets are associated for the Sidewalk Hazard Inspection Program.

Street and Sidewalk Network Diagram



Asset and Location Associations:

Asset/Location	Associated Asset	Notes
Sidewalk AW	Street - Segment A	Sidewalk on West Side of "Oak St"
Sidewalk AE	Street - Segment A	Sidewalk on East Side of "Oak St"
Sidewalk BN	Street - Segment B	Sidewalk on North Side of "West 41st"
Sidewalk BS	Street - Segment B	Sidewalk on South Side of "West 41st"
Sidewalk CN	Street - Segment C	Sidewalk on North Side of "West 41st"
Sidewalk CS	Street - Segment C	Sidewalk on South Side of "West 41st"
Sidewalk DW	Street - Segment D	Sidewalk on West Side of "Oak St"
Sidewalk DE	Street - Segment D	Sidewalk on East Side of "Oak St"
Crosswalk 1	Street - Segment A	Crosswalk on Segment A of "Oak St"
Crosswalk 2	Street - Segment B	Crosswalk on Segment B of "West 41st"
Crosswalk 3	Street - Segment C	Crosswalk on Segment C of "West 41st"
Crosswalk 4	Street - Segment D	Crosswalk on Segment D of "Oak St"
Lane Crossing Y	Sidewalk BS	Location of Lane Crossing Y where the entrance to Lane X crosses Sidewalk BS

## APPENDIX B: HANSEN INSPECTION FORM

The following screen captures show the Hansen Inspection form used in the Sidewalk Hazard Inspection Program.

### Hazard Inspection Form - Main Page

The screenshot shows the 'Inspection Info Viewer' application running in Microsoft Internet Explorer. The browser title bar indicates it is provided by the City of Vancouver. The application has a menu bar with 'PREVIOUS', 'NEXT', 'EDIT', 'PRINT', and 'MAP DRAWER'. The main content area is titled 'Inspection' and contains the following fields:

- Inspection Number: 14805
- Program: [empty]
- Inspection Type: RSwHazard
- Sidewalk: 100016
- Asset Length: 0.0000
- Asset Width: 0.0000

On the left, there is a sidebar with the following links: Information, Schedules, Attachments, Comments, SWHazardDetails, SWSegHazardDetails, and SWAssetDetails. The 'Information' section is currently selected, showing a 'Schedule' tab. The 'Schedule' section contains the following fields:

- Scheduled Date: / /
- Expire Date: / /
- Plan: [empty]
- Responsibility: [empty]
- Assigned To: [empty]
- Group Inspection: 1000
- Start Date: / /
- Completed Date: / /
- Completed By: [empty]
- ☐ Cancel Inspection

Below the 'Schedule' section is an 'Indexes' section with a table showing 'Index Type' and 'Index'. The table is currently empty, with the text 'No Information' displayed.

### Hazard Inspection Form - Detail Page Sidewalk Hazards

The screenshot shows the 'Inspection Info Viewer' application running in Microsoft Internet Explorer. The browser title bar indicates it is provided by the City of Vancouver. The application has a menu bar with 'PREVIOUS', 'NEXT', 'EDIT', 'PRINT', and 'MAP DRAWER'. The main content area is titled 'Inspection' and contains the following fields:

- Inspection Number: 14805
- Program: [empty]
- Inspection Type: RSwHazard
- Sidewalk: 100016
- Asset Length: 0.0000
- Asset Width: 0.0000

On the left, there is a sidebar with the following links: Information, Schedules, Attachments, Comments, SWHazardDetails, SWSegHazardDetails, and SWAssetDetails. The 'SWHazardDetails' link is currently selected, showing a 'Sidewalk Hazards' section. This section contains a table with the following columns: Action Item, Meter, Direction, Loc Id, Loc Num, Loc Other, Comments, WO Created, Inspector, Name, Date, and Responsibility. The table is currently empty, with the text 'New Item' displayed below it.

## Hazard Inspection Form - Detail Page Segment (Pathway) Hazards

Inspection Info Viewer - Microsoft Internet Explorer provided by the City of Vancouver

PREVIOUS NEXT EDIT PRINT MAP DRAWER HELP CLOSE

**Inspection**

Inspection Number: 14805 Program:  

Inspection Type: RSwHazard

Sidewalk 100016

Asset Length: 0.0000

Asset Width: 0.0000

**Segment Hazards**

**Hazard**

Action Item	Meters	Direction	Loc Id	Loc Num	Loc Other	Comments	WO Created	Inspector	Name	Date	Responsibility
No Information											

Information  
Schedules  
Attachments  
Comments  
SWHazardDetails  
SWSegHazardDetails  
SWAssetDetails

## **APPENDIX C: COORDINATED ACTIVITIES**

The following activities are currently undertaken in conjunction with the Sidewalk Hazard Inspection Program.

### ***LANDSCAPING ENCROACHMENT INSPECTION***

During the undertaking of the inspection program, inspectors will check for tree branches, shrubs and hedges encroaching into pedestrian areas. These landscape encroachments limit the availability for pedestrians to use the full width of the City's sidewalk. Landscaping is encroaching when the tree branches, shrubs or hedges extend into the sidewalk area and are less than 2.4 meters (8 feet) above the sidewalk surface. Landscape encroachments may come from private properties, boulevard encroachments, or City street trees.

When conditions are observed that do not meet the requirements of the attached "Landscape Encroachment Form", the inspector shall report the location and details of the landscape encroachment by calling the City's 3-1-1 service. These locations will then be reviewed by operations staff that will issue notifications to property owners or undertake maintenance actions as may be required.

**LANDSCAPING ENCROACHMENT FORM**

Address: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector: \_\_\_\_\_

**Private:** Encroaching Hedge or Shrubs ☐ Overhanging Branches ☐

Details: \_\_\_\_\_

**Park Board:** Overhanging Branches ☐

Details: \_\_\_\_\_



Date: \_\_\_\_\_

Address: \_\_\_\_\_

Dear Sir/Madam:

**HEDGE OR BRANCHES OVERHANGING SIDEWALK/LANE**

This notice concerns trees or shrubs under your care that are interfering with the use of the City sidewalk and/or lane.

As part of our street maintenance program, the City performs annual inspections of the road curbs and pavements, sidewalks, lanes and boulevards. The inspectors look for safety concerns such as sidewalk trips and deep potholes, and also record the general condition of City streets. During this inspection, and in response to complaints, we hand out this notice to owners and tenants of properties where branches or hedges overhang city sidewalks or lanes, interfering with pedestrians or vehicles.

Your property has such an encroachment and we would appreciate it if you would arrange to trim overhanging hedges or branches so that the full width of the sidewalk is available for pedestrians. All pedestrians, including seniors, people with visual impairments, people in wheelchairs or pushing strollers, or simply couples walking side-by-side, benefit from sidewalks that are clear of obstacles.

All foliage should be trimmed clear of the sidewalk, and overhanging branches should be no lower than 8 feet over the walkway. In the case of lane encroachments, these must be trimmed so as to allow vehicles, including garbage trucks, to move safely.

Please arrange to prune the growth by \_\_\_\_\_.

If you do not trim this growth the City may carry out the work and bill the cost to you. If City crews do the work, they will not have the time to give your landscaping the best care, and they may damage the health and/or appearance of your hedge or shrubs. Therefore, if you wish to ensure that your trees receive the best care, please arrange to prune back the growth yourself.

If you have any questions, or would like to discuss this matter further, please contact the Streets Operations Branch at 604.871.6213. Your co-operation in this matter would be appreciated. The nature of your encroachment is indicated below.

Foreman/Inspector: \_\_\_\_\_

Encroaching Hedge or Shrub:	<input type="checkbox"/>	onto	Sidewalk:	<input type="checkbox"/>
Overhanging Branches:	<input type="checkbox"/>		Lane:	<input type="checkbox"/>

*See sketch on reverse*

This notice contains important information which may affect you. Please ask someone to translate it for you.

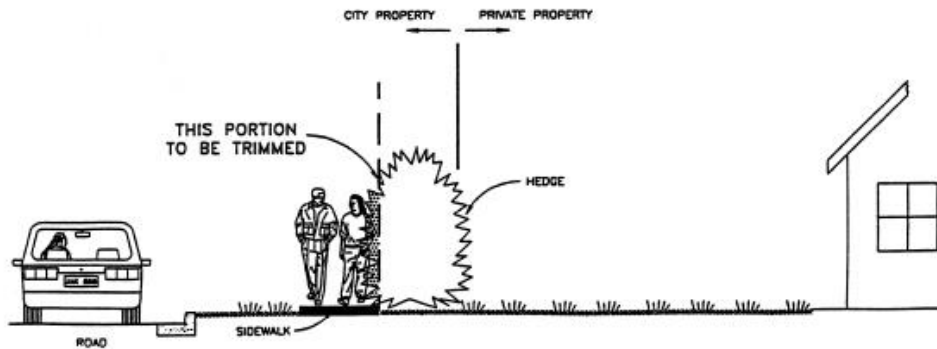
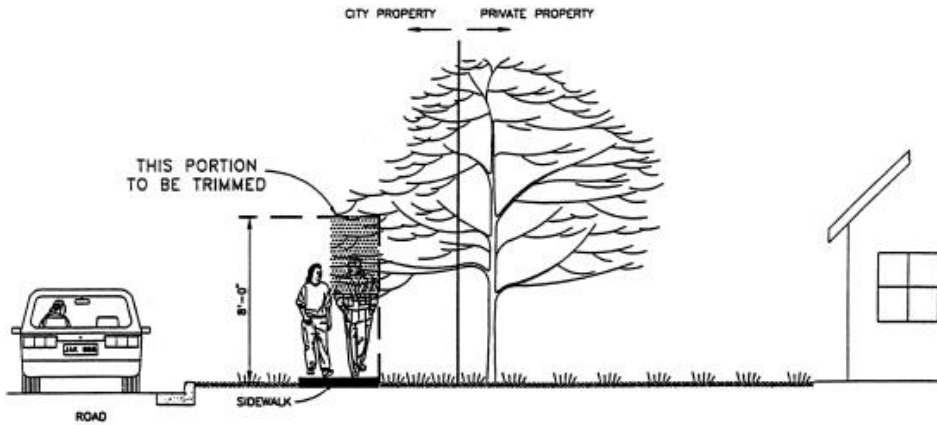
此通告刊載有可能影響閣下的重要資料。請找人為你翻譯。

ਇਸ ਨੋਟਿਸ ਵਿਚ ਮਹੱਤਵਪੂਰਨ ਜਾਣਕਾਰੀ ਹੈ ਜੋ ਕਿ ਤੁਹਾਡੇ ਲਈ ਜ਼ਰੂਰੀ ਹੋ ਸਕਦੀ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਨੂੰ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਨ ਲਈ ਆਖੋ।

Thông báo này có tin tức quan trọng có thể ảnh hưởng đến quý vị. Xin nhờ người phiên dịch hộ.

Este aviso contiene información importante que puede afectarle personalmente. Pídale a alguien que se lo traduzca.

Ce document contient des renseignements importants qui pourraient vous concerner. Veuillez demander à quelqu'un de vous le traduire.





2023/05/09 12:37

## Inspection

*Inspection Number* 239674  
*Inspection Type* RSwHazard  
Sidewalk  
*Asset ID* 109834  
*Asset Length* 0.0000  
*Length Unit of Measure* &nbsp;  
*Asset Width* 0.0000  
*Width Unit of Measure* &nbsp;  
*Program* H-2022-2023  
Hazard Inspection Program 2022-2023  
1000 SMITHE ST N  
1000 to 1099  
SMITHE ST

## Information

### Inspection Information

*Initiated Date*  
*Initiated By*  
*Scheduled Date*  
*Expire Date*  
*Responsibility* YK  
*Assigned To* s.22(3)(d)  
*Group Inspection* 19213  
*Project*  
*Source*  
*Reference #*  
*Budget Number* Budget Number  
*Priority*  
*Problem*

*Start Date*  
*Completed Date* 2023/02/02 08:19  
*Completed By* s.22(3)(d)  
*Cancel Inspection* no

## Indexes

(No Data)

## Resource Usage

Delete Selected Usage

### Resource Usage

(No Data)

## Schedules

### Employees

(No Data)

### Fleet Equipment

(No Data)

### Plant Equipment

(No Data)

### Vehicles

(No Data)

## Attachments

### Attachments

(No Data)

## Comments

Comments

## SWHazardDetails

### Sidewalk Hazards

#### Hazard

Action Item	Meter	Direction	Loc Id	Loc Num	Loc Other	Comments	WO Created	Inspector Name	Date	Responsibility
SWOstacle	13	Westof	Pole	.5-10	(Pole .5-10 at NW corner of Smithe & Burrard)	obstacle is pole sleeve with no pole in it.	1661762	s.22(3)(d) RUPERT GUFFEY	2023/02/02	RO

## SWSegHazardDetails

### Segment Hazards

#### Hazard

(No Data)

## SWAssetDetails

Popup Value 2  
Popup Attribute SWCR2023  
Popup Value

### Asset Details

Text Attribute  
Date Attribute  
Text Value  
Number  
Value 0.00  
Value 0.00  
Date Value  
Number  
Program H-2022-2023  
Hazard Inspection Program 2022-2023  
Popup Attribute

# Sidewalk and Boulevard History Report

Sidewalk: 109834 1000 SMITHE ST N  
 Activity From: Friday, January 1, 2021  
 Activity To: Tuesday, February 28, 2023

Address: 1000 to 1099 SMITHE ST  
 Street Side: N  
 Maintenance: COV Engineering

District: N1  
 Owner: COVAV  
 Encroachment: N

Inspections	Type	Assign To	Complete Date	Hazard Reported	WO Created	Location
<a href="#">239674</a>	RSwHazard	RUPERT GUFFEY	Thu, Feb 2, 2023	Sidewalk Obstacle	1661762	13 meters W of Pole # .5-10 (Pole .5-10 at NW corner of Smithe & Burrard)
<a href="#">218654</a>	RSwHazard	KEVIN NORMAN	Wed, Jan 26, 2022			
<a href="#">197923</a>	RSwHazard	RUPERT GUFFEY	Thu, Jan 28, 2021	Sidewalk Trip	1267013	1 meters E of Pole # P5-10 at bench access

W.O.#	Activity	Assign To	Complete Date	Accomplishments	Accomplishment Date
<a href="#">1661762</a>	RInsp_Blvd	MARK ANSTICE	Mon, Feb 13, 2023		
<a href="#">1604927</a>	RSwReact	KAREN SATO	Wed, Sep 21, 2022	Asphalt Fillet - Sidewalk	Wed, Sep 21, 2022
<a href="#">1344856</a>	RSwReact	MARK ANSTICE	Mon, Oct 4, 2021	Asphalt Fillet - Sidewalk	Mon, Oct 4, 2021
<a href="#">1325662</a>	RGnExternal				
<a href="#">1325643</a>	RSwConstruct	MATTHEW MCCARRON	Fri, Nov 26, 2021	Sidewalk - Broom Finish	Fri, Nov 26, 2021
<a href="#">1267013</a>	RInsp_Blvd	MARK ANSTICE	Mon, Feb 1, 2021	Asphalt Fillet - Sidewalk	Mon, Feb 1, 2021

Block(s):	1000	Form 1 VanDocs #	DOC/2021/034885
Street(s):	Smithe NS	Site Investigation(s):	DOC/2021/034887
Project/Program:	Remove Car Share – Install Passenger Zone	Account #:	EEL171837
Drawing Type(s):	<input checked="" type="checkbox"/> Sign Plan <input type="checkbox"/> Geometric <input type="checkbox"/> Paint Plan		
Provincial Heritage Pre-Contact Site?*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

\* If "yes", special instructions are required before any digging can occur as it may be an archeological site. Please verify with EoR or Designer.

Issuance Log (add newer revisions to bottom of table)

Revision	Minor Revision?*	Drawing VanDocs #	Date (YYYY-MM-DD)	Description of Revision
00	N/A	DOC/2021/034884	2021-01-27	Initial revision.

\* [Y]es / [N]o. If revisions are not minor (at the discretion of EoR), new branch heads /director approval signatures are required.

Design Rationale

Evo has an agreement with the City of Vancouver to park at meters. We will replace the EVO space with a Passenger Zone.

The car share regulation signs will be replaced to accommodate the new ride hailing companies Uber and Lyft that have begun operations within the City of Vancouver.

The above infrastructure upgrade will support improved pick up / drop off activities and encourage active travel modes.

The signs have been installed already. This is a Form 1 to formalize the install.

*Indicate Requestor and Hansen # in the first line if applicable. Include brief summary of the design rationale relevant to Operations and/or contractor responsible for installation. For additional detail, include citation to OQM documentation, if applicable, such as a Design Brief or Engineering Analyses.*

Design Acceptance and Approval to Install

Signature Req'd	Approval Level	Signature, Date (YYYY-MM-DD)	Phone
Yes	Author	Warren Anthony, 2021-02-03	8-6690
Yes	Supervisor/Engineer of Record	Billy Dong, 2021-03-02	8-9204
<input checked="" type="checkbox"/>	Parking Management	Alina Cheng, 2021-03-05	-
<input type="checkbox"/>	Traffic & Data Management		-
<input type="checkbox"/>	Transportation Design		-
<input type="checkbox"/>	Transportation Planning		-
Yes	Director of Transportation		-

Operations

Installation by / coordinated with:

<input checked="" type="checkbox"/> Traffic and Electrical Ops	<input type="checkbox"/> Parking Ops	<input type="checkbox"/> Other:
--	--------------------------------------	---------------------------------

Instructions			
Remove Car Share - Install Passenger Zone			
DOC/2021/034884			
<i>Please use VanDocs # when listing plans, e.g. DOC/2018/123456</i>			
Inventory			
1 X RB PZ →	1 X RB PZ ←		

Installed by:	Date (YYYY-MM-DD)	Field Review by:	Date (YYYY-MM-DD)
---------------	-------------------	------------------	-------------------



Installed per Design?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Note changes and reasons on drawing or in instructions box above.	

Block(s):	500, 600, 700 & 800	Form 1 VanDocs #	DOC/2021/223214
Street(s):	Smithe St	Site Investigation(s):	DOC/2021/182438
Project/Program:	Smithe Bikeway 2021	Account #:	CER-00250-KK-02-CC-05
Drawing Type(s):	<input checked="" type="checkbox"/> Sign Plan <input type="checkbox"/> Geometric <input type="checkbox"/> Paint Plan		
Provincial Heritage Pre-Contact Site?*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

\* If "yes", special instructions are required before any digging can occur as it may be an archeological site. Please verify with EoR or Designer.

Issuance Log (add newer revisions to bottom of table)

Revision	Minor Revision?*	Drawing VanDocs #	Date (YYYY-MM-DD)	Description of Revision
02	Yes	DOC/2021/232998	2021-09-17	GP revision 02

\* [Y]es / [N]o. If revisions are not minor (at the discretion of EoR), new branch heads /director approval signatures are required.

Design Rationale

Bi-directional protected bike lane on the north side of Smithe St from Richards to Haro. Include protected intersection at Hornby and Thurlow intersection (connection to Haro Bikeway). Exclude most scope at Richards/Smithe (part of Richards Bikway). Signal modifications for protected-only rights and contra-flow bikes.

- Upgrade Smithe Street for all ages and abilities cycling in both directions
- Improve safety by addressing conflicts with through and turning drivers
- Design for cycling connections to build a AAA network
- Maintain people-moving capacity
- Balance parking with active transportation upgrades

Design Acceptance and Approval to Install

Signature Req'd	Approval Level	Signature, Date (YYYY-MM-DD)	Phone
Yes	Author	Serena Sun/ P Paudel (2021-09-17)	8-6596
Yes	Supervisor/Engineer of Record	Brian Gould	8(71)-6277
Yes	Parking Management	Alina Cheng, 2021-10-05	-
Yes	Traffic & Data Management	Winston Chou, 2021-09-27	-
Yes	Transportation Design	John Turecki 2021-09-23	-
<input type="checkbox"/>	Transportation Planning		-
Yes	Director of Transportation	Paul Storer, 2021-10-12	-

Operations

Installation by / coordinated with:

<input checked="" type="checkbox"/> Traffic and Electrical Ops	<input checked="" type="checkbox"/> Parking Ops	<input type="checkbox"/> Other:
--	---	---------------------------------

Instructions			
<u>Traffic Control Signs</u> Please install, remove and relocate traffic control signs as per Sign Plan Drawing Rev 02: DOC/2021/232998			
<u>I.R.S. Bollards</u> Please install yellow I.R.S. bollards with reflective tape as per Geometric Plan Drawing Rev 02: DOC/2021/232798			
<u>Parking Meters</u> Please remove parking meters as per Geometric Plan Drawing Rev 02: DOC/2021/232798			
Inventory			
Please refer to the Sign Code Inventory on the Sign Plan Drawing Rev 02: DOC/2021/232998			




Installed by:	Date (YYYY-MM-DD)	Field Review by:	Date (YYYY-MM-DD)
Installed per Design?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Note changes and reasons on drawing or in instructions box above.</i>		

Form 1 – Transportation Division Regulatory Changes  
Design Acceptance & Approval to Install



Block(s):	900 & 1000 Smithe 1000 & 1100 Haro	Form 1 VanDocs #	DOC/2021/223217
Street(s):	Smithe St Haro St	Site Investigation(s):	DOC/2021/182438
Project/Program:	Smithe Bikeway 2021	Account #:	CER-00250-KK-02-CC-05
Drawing Type(s):	<input checked="" type="checkbox"/> Sign Plan <input type="checkbox"/> Geometric <input type="checkbox"/> Paint Plan		
Provincial Heritage Pre-Contact Site?*	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

\* If "yes", special instructions are required before any digging can occur as it may be an archeological site. Please verify with EoR or Designer.

Issuance Log (add newer revisions to bottom of table)

Revision	Minor Revision?*	Drawing VanDocs #	Date (YYYY-MM-DD)	Description of Revision
02.1	Yes	DOC/2021/248022	2021-10-08	GP revision 02

\* [Y]es / [N]o. If revisions are not minor (at the discretion of EoR), new branch heads /director approval signatures are required.

Design Rationale

Bi-directional protected bike lane on the north side of Smithe St from Richards to Haro. Include protected intersection at Hornby and Thurlow intersection (connection to Haro Bikeway). Exclude most scope at Richards/Smithe (part of Richards Bikway). Signal modifications for protected-only rights and contra-flow bikes.

- Upgrade Smithe Street for all ages and abilities cycling in both directions
- Improve safety by addressing conflicts with through and turning drivers
- Design for cycling connections to build a AAA network
- Maintain people-moving capacity
- Balance parking with active transportation upgrades

Design Acceptance and Approval to Install

Signature Req'd	Approval Level	Signature, Date (YYYY-MM-DD)	Phone
Yes	Author	Serena Sun\ Pradeep Paudel (2021-09-17)	8-6596
Yes	Supervisor/Engineer of Record	Brian Gould, 2021-09-18	8(71)-6277
Yes	Parking Management		-
Yes	Traffic & Data Management	Winston Chou, 2021-10-05	-
Yes	Transportation Design	John Turecki, 2021-09-23	-
<input type="checkbox"/>	Transportation Planning		-
Yes	Director of Transportation	Paul Storer, 2021-10-15	-

Operations

Installation by / coordinated with:

<input checked="" type="checkbox"/> Traffic and Electrical Ops	<input checked="" type="checkbox"/> Parking Ops	<input type="checkbox"/> Other:
--	---	---------------------------------

<b>Instructions</b>
<b>Traffic Control Signs</b> Please install, remove and relocate traffic control signs as per Sign Plan Drawing Rev 02: DOC/2021/248022
<b>I.R.S. Bollards</b> Please install yellow I.R.S. bollards with reflective tape as per Geometric Plan Drawing Rev 02: DOC/2021/232802
<b>Parking Meters</b> Please remove parking meters as per Geometric Plan Drawing Rev 02: DOC/2021/232802

Inventory			
Please refer to the Sign Code Inventory on the Sign Plan Drawing Rev 02: DOC/2021/248022			



Installed by:	Date (YYYY-MM-DD)	Field Review by:	Date (YYYY-MM-DD)
Installed per Design?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Note changes and reasons on drawing or in instructions box above.</i>		

# Work Order Summary

**Work Order #:** 1661762      Boulevard Hazard  
**Asset ID #:** 109834  
**Group Project #:** Streets Operations  
**Location:** 1000 - 1099 SMITHE ST  
**Operational Status:**      **Ref #1: Standing:** EER1154468      **Ref #2:**  
**Service Request:**      **Contact Name:**      **Phone#:**  
**Requested By:**      **Requested Date:**      **Initiated Date:** Feb 02, 2023

**Assigned By:** DANNY GURNIAK      **Assigned To:** MARK ANSTICE  
**Assigned Date:** Feb 03, 2023      **Crew ID:** RMS67      **Work Started:**  
**Result:** WorkRefer      **Work Completed:** Feb 13, 2023

**Comments:** **Where:** 13 meters W of Pole # .5-10 (Pole .5-10 at NW corner of Smithe & Burrard)  
**Hazard:** Sidewalk Obstacle  
**Comments:** obstacle is pole sleeve with no pole in it.  
  
 This work order created by inspection # 239674  
 Inspector: s.22(3)(d) (RUPERT GUFFEY)  
 Inspected Date: 2023-02-02 8:19:25 AM  
  
 Feb 3/23 - Placed cone and 36 on pole sleeve with no pole. Refer to Sign Shop - Crew 67  
  
 Work Completed  
 Feb 09/23 [OT] Paperwork forwarded to TO Office for Supervisor review.  
 Feb 10/23 [OT] Assigned to ES, RS, MR / E1107 as per TO Supervisor.  
 Feb 10/23 [ES] Empty Meter Sleeve. Installed Pipe 10' and made safe.  
 OTHER WORK REQUIRED Sleeves need to be removed.  
 Feb 13/23 [MS] Traffic Ops Crews have identified this Sleeve as a Meter Sleeve. Issue to be forwarded to Parking Ops for review.

## Work Orders & Accomplishments:

WO#	Result	Completed Date	
1661762	WorkRefer	Feb 13, 2023	

**Work Area Prefix:** R      **SAP Network #:**      **WBS#:**  
**Parent Network:**      **Billable:** N

Cost Summary	Estimated Costs	Actual Costs	Difference
Equipment	\$0.00	\$0.00	\$0.00
Labour	\$0.00	\$0.00	\$0.00
Material	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>