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| Civil Maintenance | | | | | Task: | Roads, Pavement & Walkways | | | | | |
| INSTRUCTIONS: The assigned volunteer(s) may use these instructions to perform applicable inspections and/or preventive maintenance tasks. Additional notes/needed repairs can be listed below. Needed repairs or safety hazards should be addressed promptly. Please return the task instruction card to the maintenance binder or brother(s) assigned to coordinate maintenance activity when completed so that the maintenance schedule can be updated. | | | | | | | | | | | |
| Assigned To: | |  | | | | | | Date Assigned: | | |  |
| Assisted By: | |  | | | | | | Date Completed: | | |  |
| Frequency: | | Yearly | | Time to Complete / # of Volunteers: | | | | |  | | |
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| Task Description | | | | | | | | | | | |
| **REMINDER: Please do not attempt work that is beyond your ability to perform or the ability of those assisting.** | | | | | | | | | | | |
|  | **Have you reviewed the *Working Together Safely* (DC-82) and *Job Hazard Analysis* (DC-85) to determine the appropriate safety measures and protective equipment that should be worn?** | | | | | | | | | | |
|  | **Are high risk activities associated with this task? If so, are approved volunteers being used?** | | | | | | | | | | |
| * **Are outside walking areas (e.g., parking lot, sidewalks) in good condition and free of holes or tripping hazards? (DC-96)** * **Are uneven surfaces (e.g., steps near doors or sidewalks) marked with contrasting colors or another method of warning pedestrians of the danger of falling?** **(DC-96)** * **Are the entire grounds free of holes, wires, or other hazards that could cause injury, even to uninvited visitors after dark? (DC-96)**   **General**   * Inspect the entire surface of roads, pavements and walkways. Look for cracks, unevenness, and areas of sinking or heaving. * Inspect all sealed joints for debonding, deterioration or cracks in sealant. * Check for holes. * Check edges and surrounding areas for signs of erosion. * Check all curbs for signs of damage. * Ensure drainage ditches, culverts, gutters, etc. are clear. * Ensure unwanted vegetation is removed, especially in cracks or joints. * Check for oil stains and remove with a suitable degreaser. * Restripe parking lot lines (as needed).   **Asphalt**   * Check condition of sealant. Repair or reseal as needed.   **Block/Paver**   * Check for loose blocks in the paved area. Repair where needed. * Check for erosion in base material. Repair as needed.   **Gravel**   * Check the evenness of gravel roads and footpaths. Place new gravel as needed. Level and compact these areas. * Make sure that surrounding earth is not building up over the gravel road surface. Make sure grading allows water to run off the gravel roads and that the gravel road is above areas of standing water.   **Walls - Retaining**   * Check for bulges in walls. * Check for loose bricks and stones. * Check that drainage facilities are working properly. * Check that top of wall is water sealed. * Check that wooden components are not rotting. | | | | | | | | | | | |
| Notes / Additional Repairs Needed | | | | | | | | | | | |
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| Task Version Created By: | | | Local Design/Construction Department | | | | Version Creation Date: | | | September 28, 2016 | |