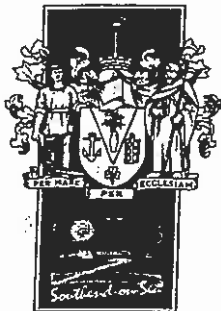


SOUTHEND-ON-SEA BOROUGH COUNCIL

TECHNICAL SERVICES DEPARTMENT

**BASIC MAINTENANCE
CATEGORY 1 DEFECT STANDARDS**

HIGHWAY POLICY NOTE NO. 2



J H

SOUTHEND ON SEA BOROUGH COUNCIL

TECHNICAL SERVICES DEPARTMENT

**BASIC MAINTENANCE
CATEGORY 1 DEFECT STANDARDS**

HIGHWAY POLICY NOTE NO. 2

Approved by Planning and Transportation
Committee on 1st September 1998
Minute No. 297.

Reviewed and Amended by Planning and Transport Committee on 21st September 1999.

Minute No. 304.



SEPTEMBER 1999

BASIC MAINTENANCE CATEGORY 1 DEFECTS

CONTENTS

1. **GENERAL ADMINISTRATIVE ARRANGEMENTS**
2. **BASIC MAINTENANCE**
 - 2.1 Introduction
 - 2.2 Inspection Types
 - 2.3 Safety Inspection Requirements
 - 2.4 Safety Inspection Frequency
 - 2.5 Detailed Inspection Requirements
3. **DEFECT DESCRIPTIONS**
 - 3.1 **CARRIAGEWAY REPAIRS**
 - 3.1.1 General Criterion
 - 3.1.2 Items Inspected
 - 3.1.3 Category 1 Defect Descriptions
 - 3.2 **FOOTWAYS VERGES AND CYCLE TRACKS**
 - 3.2.1 General Criterion
 - 3.2.2 Items Inspected
 - 3.2.3 Category 1 Defect Descriptions
 - 3.3 **COVERS GRATINGS FRAMES AND BOXES**
 - 3.3.1 General Criterion
 - 3.3.2 Items Inspected
 - 3.3.3 Category 1 Defect Descriptions
 - 3.4 **KERBS EDGINGS AND PRE-FORMED CHANNELS**
 - 3.4.1 General Criterion
 - 3.4.2 Items Inspected
 - 3.4.3 Category 1 Defect Descriptions
 - 3.5 **HIGHWAY DRAINAGE**
 - 3.5.1 General Criterion
 - 3.5.2 Items Inspected
 - 3.5.3 Category 1 Defect Descriptions
 - 3.6 **ROAD STUDS**
 - 3.6.1 General Criterion
 - 3.6.2 Items Inspected
 - 3.6.3 Category 1 Defect Descriptions

3.7 ROAD MARKINGS

- 3.7.1 General Criterion
- 3.7.2 Items Inspected
- 3.7.3 Category 1 Defect Description

3.8 ROAD TRAFFIC SIGNS AND BOLLARDS

- 3.8.1 General Criterion
- 3.8.2 Items Inspected
- 3.8.3 Category 1 Defect Description

3.9 ROAD TRAFFIC SIGNALS

- 3.9.1 General Criterion
- 3.9.2 Items Inspected
- 3.9.3 Category 1 Defect Descriptions

3.10 STREET LIGHTING

- 3.10.1 General Criterion
- 3.10.2 Items Inspected
- 3.10.3 Category 1 Defect Descriptions

3.11 SHRUBBERIES, HEDGES AND TREES

- 3.11.1 General Criterion
- 3.11.2 Items Inspected
- 3.11.3 Category 1 Defect Description

3.12 SAFETY FENCES AND BARRIERS

- 3.12.1 General Criterion
- 3.12.2 Items Inspected
- 3.12.3 Category 1 Defect Descriptions

3.13 SCAVENGING

- 3.13.1 General Criterion
- 3.13.2 Items Inspected
- 3.13.3 Category 1 Defect Descriptions

- APPENDIX A** Defect Photographs
- APPENDIX B** Audit Commission 'Definition of Damage to Highways and Pavements'.
- APPENDIX C** Format of a Safety Inspection Report Form.

1. GENERAL ADMINISTRATIVE ARRANGEMENTS

2. BASIC MAINTENANCE

2.1 Introduction

It is the statutory duty of a Highway Authority to maintain that part of the highway defined as being maintainable at public expense. This duty is presently consolidated in Section 41 of the Highways Act 1980. Under Section 56 of the Act, any person may apply to the courts for an order requiring the Highway Authority to take remedial action in cases of alleged non-repair by that Authority, who may also face an action for damages resulting from failure to maintain the highway. Section 58 of the Act provides that in the event of an action it shall be a defence to show that the road was kept in reasonable repair having regard to the traffic using it, the standard of maintenance appropriate to its use and public safety.

This document is intended to ensure consistency of standards in defining Category 1 defects which may represent a danger or serious inconvenience to the public or which could result in significant damage to property.

It sets out the frequencies of safety and detailed inspections together with general criteria and defect descriptions.

The general principles and defect descriptions may not be an exhaustive list in all instances and there may have to be additions to take account of local conditions. However, such additions shall be subject to the approval of the Director of Technical Services. Approval will only be given where the need for such an addition is clearly justified.

In classifying a defect each situation shall be assessed on its merits at the time of inspection.

2.2 Inspection Types

Safety Inspections - are designed to identify those defects which are likely to create a danger to the public and therefore require immediate or urgent attention. They shall normally be carried out on foot, or if practical from slow moving vehicles at frequencies which reflect the importance of a particular road.

Additional safety inspections of specific defects may be required in response to reports or complaints from the police, other organisations, and letters or telephone calls from the public.

Detailed Inspections - are carried out at less frequent intervals than safety inspections and are designed primarily to establish programmes of routine maintenance tasks not requiring urgent execution. However, category 1 defects may also be identified under detailed inspections.

2.3 Safety Inspection Requirement

Safety inspections are designed to identify defects which may constitute an imminent or immediate hazard to the public defined as category 1 defects in this document. Whenever such defects are encountered which represent an immediate danger they shall, if reasonably practicable, be corrected, made safe following contact with the Council's contractor at the time the defect is identified, otherwise a target response time of within 24 hours of identification should be achieved. Category 1 defects which are judged not to represent an imminent or immediate hazard should be repaired within a period up to 28 days from the identification of the defect.

Safety inspections shall normally be carried out by trained personnel on foot or from a slow moving vehicle. Two operative teams will be used where a risk assessment has shown this to be necessary.

The safety inspection record shall be as detailed at Appendix C.

When a category 1 defect is identified within a larger area, only the part of the area which meets the criteria for Category 1 defects shall be included in the results of the inspection.

2.4 Safety Inspection Frequency

Once every month – Southend High Street (Pier Hill to Queensway).

Once every twelve months – Unclassified Roads and footpaths (including Service Roads, walkways, precincts etc.).

2.5 Detailed Inspection Requirement

Detailed inspections are designed to identify planned maintenance work required on the network and to enable efficient programming of that work. However, Category 1 defects may also be identified under detailed inspections.

Arrangements for detailed inspections shall seek to minimise disruption to traffic whilst ensuring adequate access for proper inspection and maintaining a safe working environment for the inspection personnel. Detailed inspections for defects within the highway curtilage should be carried out from the footway, grassed verge or hard shoulder respectively. The condition of the carriageway surface, road studs and road markings should also be observed. Additionally, gullies, kerbing and edgings together with any other street furniture.

At the time of the safety inspection being carried out the general condition of the highway is assessed as Good, Average or Poor which enables areas to be identified for the annual Defect Inspection undertaken by technically qualified staff.

Revised September 1999

3. DEFECT DESCRIPTIONS

3.1 CARRIAGEWAY REPAIRS

3.1.1 General Criterion

A carriageway means that part of the highway other than a cycle track, set aside for the passage of vehicles, (based upon section 329, Highways Act 1980).

The requirements of this section relate to Category 1 defects resulting from safety and detailed inspections together with additional inspections which may be required in response to the Emergency Services the Public or extreme weather conditions. The requirements do not relate to larger scale work needed to strengthen the carriageway or to work which would be classed as, or linked to, structural maintenance or programmed works. Some Category 1 defect repairs may be due to the activities of the utilities who are governed by the New Roads and Street Works Act 1991. If the reinstatement is still within its guarantee period and has settled considerably, plucked to form a pothole or similar, any costs incurred in making safe and or repair must be recovered from the undertaker and not charged to the Highway Authority. Refer to the procedures required under the New Roads and Street Works Act.

3.1.2 Items Inspected

Central Island
Central Reservation
Carriageway
Hard Shoulder
Crossover (Central Reserve)
Lay-by

3.1.3 Category 1 Defect Descriptions (refer to Appendix B (1))

- a. Potholes or other localised defects in the carriageway.
- b. Cracking in concrete carriageway where plucking/loss of material is occurring.
- c. Areas of severe fretting, spalling, crazing or cracking especially on well used roads.
- d. Difference in level of adjacent concrete bays of 40mm or more.
- e. In addition, any other item considered an immediate hazard by virtue of size or location.

3.2 FOOTWAYS, VERGES AND CYCLE TRACKS

3.2.1 General Criterion

The requirement of this section relate to Category 1 defects resulting from safety and detailed inspections together with additional inspections which may be required in response to the Emergency Services the Public or extreme weather conditions.

The requirements do not relate to larger scale and programmable work or work which would normally be classed as, or linked to, special maintenance or programmed works.

A footway means a way comprising in a highway which also comprises a carriageway, being a way over which the public have a right of way on foot only. (Section 329, Highways Act 1980). A footpath means a way over which the public have a right of way on foot only, not being a footway, (section 329, Highway Act 1980). Footpaths/Footways include the walking surfaces of subways, underbridges, overbridges and pedestrian rights of way which are the responsibility of the Highways Authority and which may occasionally be remote from the carriageway. A cycle track is a paved facility available for persons with pedal cycles, with or without a right of way on foot, usually within the highway boundary. Issues related to the New Roads and Street Works Act 1991 also apply as detailed in 3.1.1.

3.2.2 Items Inspected

- Footpath
- Footway
- Cycle Track
- Kerbs
- Edgings
- Channels
- Verge

3.2.3 Category 1 Defect Descriptions (refer to Appendix B (2)).

- a. Potholes and small area depressions.
- b. Ridges, projections, trips and gaps greater than 20mm.
- c. Dislodged kerbs, edgings, channels which are considered to be a hazard to pedestrians.
- d. Slab rocking of more than 20mm.
- e. Trench subsidence over 20mm deep along any part length.
- f. In addition any other item considered an immediate hazard by virtue of size or location.

3.3 **COVERS, GRATINGS, FRAMES AND BOXES**

3.3.1 General Criterion

The requirements of this section relates to Category 1 defects resulting from safety and detailed inspections together with additional inspections which may be required in response to the Emergency Services the Public or extreme weather conditions.

This may necessitate repairs to, and the occasional replacement of, all types of gratings, covers, frames and boxes that are the direct responsibility of the Highways Authority. Although it may be necessary on occasions to repair or replace items that are the responsibility of other parties if there is a hazard to road users or pedestrians, to make such defects safe and to recover the costs incurred from other parties.

The majority of covers, grids, gratings and frames are situated in carriageways and footways but those in verges, particularly those verges that are regularly traversed by pedestrians, should not be ignored. In these circumstances however the warning level shall be doubled.

It may often be difficult to decide whether a cracked or broken item is in real danger of collapse. If in doubt, it should be replaced, irrespective of its position.

Defects in covers and gratings may pose particular danger to pedal and motor cycle users. It should be remembered that their occupancy on a carriageway will not always be limited to the nearside edge.

3.3.2 Items Inspected

Catchpit
Gully
Piped Grip
Utilities/privately licensed, Covers and Frames
Highway Authority Covers and Frames.

3.3.3 Category 1 Defect Descriptions

- a. Gully and other gratings in carriageways and cycle tracks which have gaps more than 20mm wide parallel to the normal travel direction of pedal and motor cycles.
- b. Difference in component levels exceeding 20mm.
- c. Rocking under load exceeding 20mm.
- d. Missing items.
- e. Significantly cracked or broken items.
- f. Worn covers considered to be a skidding hazard to pedal and motor cycles.
- g. Levels exceeding 20mm between items and the surrounding pavement.
- h. In addition, any other item considered an immediate hazard by virtue of condition and location.

3.4 KERBS, EDGINGS AND PRE-FORMED CHANNELS

3.4.1 General Criterion

The requirements of this section relate to Category 1 defects to kerbs, edgings and pre-formed channels of all types. The requirements do not relate to large scale works that would be classed as programmable or linked to special maintenance work.

3.4.2 Items Inspected

Kerbs
Edgings
Pre-formed channels.

3.4.3 Category 1 Defect Descriptions

- a. Vertical projections greater than 20mm.
- b. Horizontal projections greater than 50mm.
- c. Rocking under load exceeding 20mm.
- d. Where isolated item is missing from an otherwise sound section or length.
- e. Damaged or shattered items which present a hazard.
- f. In addition, any other item considered an immediate hazard.

3.5 HIGHWAY DRAINAGE

3.5.1 General Criterion

The requirements of this section relates to Category 1 defects resulting from safety and detailed inspections together with additional inspections which may be required in response to the Emergency Services, the Public or extreme weather conditions.

In determining the Highway Authorities requirements one basic principal has been taken into account:-

- (a) standing water reduces safety if allowed to accumulate on trafficked surfaces of the highway.

The effects of (a) above are readily observable and the correct action should be taken immediately, especially on higher speed roads:

This section will also encompass the following:-

1. Collapsed pipe drainage systems.
2. Settled or collapsed gullies, catchpits, interceptors, chambers and the like.
3. Culverts.

3.5.2 Items Inspected

Catchpit cover
Culvert
Highway ditch
Filter drain
Grip
Gully frame and grating
Manhole cover
Piped grip/kerbed offlet

3.5.3 Category 1 Defect Descriptions

- a. Flooding/excessive standing water 1.5m or more from carriageway edge or where there is a substantial flow of water across carriageway, especially on high speed roads (roads subject to National Speed Limits).
- b. Expectation of or actual significant flooding of properties.
- c. Collapse of apparatus causing depressions in surface finished levels of 20mm or more deep.
- d. Collapsed embankment adjacent to the highway.
- e. In addition, any other item considered an immediate hazard.

3.6 ROAD STUDS

3.6.1 General Criterion

The requirements of this section relates to Category 1 defects resulting from safety and detailed inspections together with additional inspections which may be required in response to the Emergency Services or the Public.

All types of both reflective, non reflective and depressible studs including stainless steel must remain firmly fixed and remain at the correct level.

Road studs can lose adhesion and break up under severe stress from vehicle wheels and as a result of snow clearance activities. In the case of catseye road studs, lenses can become detached from the housing, the housing can become loose in its seating and subsequently dislodged by the action of wheels or winter maintenance operations. (Note this criterion does not apply to stick on items).

3.6.2 Items Inspected

Reflective road studs
Non-reflective road studs
Depressible road studs
Non-depressible road studs

3.6.3 Category 1 Defect Descriptions

- a. Missing casing (see potholes section 3.1.3).
- b. Loose casing.
- c. Displaced items still present on the carriageway should be removed immediately.
- d. In addition, any other item considered an immediate hazard.

3.7 ROAD MARKINGS

3.7.1 General Criterion

The requirements of this section relate to Category 1 defects resulting from safety and detailed inspections together with additional inspections which may be required in response to the Police or the Public.

To be effective, road markings must not be obscured by natural erosion, chemical and fuel oil spillage or fatting particularly following surface dressing.

3.7.2 Items Inspected

Stop lines.
Give way lines.
Other road markings.

3.7.3 Category 1 Defect Descriptions

- a. Loss of stop line markings.
- b. Loss of give way markings.
- c. In addition, any other item considered an immediate hazard.

3.8 ROAD TRAFFIC SIGNS AND BOLLARDS

3.8.1 General Criterion

The requirements of this section relate to category 1 defects resulting from safety and detailed inspections, additional inspections which may be required in response to the Police, the Public or extreme weather conditions together with Inspections carried out as part of the 3 year Electrical Testing programme.

Many signs are required to be lit and their legal status is affected if the illumination has failed, other signs are left in a dangerous condition after road traffic accidents, vandalism and high winds which may affect other traffic or road users. Exposed electrical wiring may also pose a problem.

3.8.2 Items Inspected

Signs (illuminated and non-illuminated).
Bollards.

3.8.3 Category 1 Defect Descriptions

- a. Damaged signs and bollards that project into the carriageway or footway.
- b. Damaged signs that overhang the carriageway or footway.
- c. Regulatory, warning signs or bollards pointing the wrong way.
- d. Exposed wiring.
- e. Missing illuminated bollard.
- f. Pedestrian crossing lights all out.
- g. Illegal third party signs which present a physical obstruction to sight lines or are a clear distraction to drivers.
- h. In addition, any other item considered an immediate hazard.
- i. Missing or illegal Stop or Give Way signs.

3.9 ROAD TRAFFIC SIGNALS

3.9.1 General Criterion

The requirements of this section refer to Category 1 defects resulting from safety and detailed inspections, additional inspections which may be required in response to the Police, the Public or extreme weather conditions, together with Inspection carried out as part of the 3 year Electrical Testing programme.

Modern signal equipment is expected to operate correctly without regular routine adjustments. The requirement of this section is in the event of failure which might otherwise render installation ineffective to bring back the installation on stream in line with the current standards.

3.9.2 Items Inspected

Traffic signals.
Traffic signal installations.
Traffic signal furniture.

3.9.3 Category 1 Defect Description

- a. Damaged signals the project into the carriageway or footway.
- b. Damaged signals that overhang the carriageway or footway.
- c. Signals pointing the wrong way.
- d. Lamp failure.
- e. Exposed wiring.
- f. Erratic timings leading to signals being ignored.
- g. In addition, any other item considered an immediate hazard.

3.9.3 STREET LIGHTING

3.10.1 General Criterion

The requirements of this section relate to Category 1 defects resulting from safety and detailed inspections together with additional inspections which may be required in response to the Police, the Public or extreme weather conditions together with Inspection carried out as part of the 3 year Structural and Electrical Testing programme. Particular attention should be paid to damaged or defective lighting equipment since this may often constitute an immediate or imminent hazard, especially where vehicular impact has occurred, or where the electrical condition is at fault or exposed.

3.10.2 Items Inspected

Lighting columns.

3.10.3 Category 1 Defect Descriptions

- a. Damaged street lights that project into the carriageway or footway.
- b. Damaged street lights that overhang the carriageway or footway.
- c. Exposed wiring/Access door missing.
- d. In addition, any other item considered an immediate hazard.

3.11 SHRUBBERIES, HEDGES AND TREES

3.11.1 General Criterion

The requirements of this section relate to Category 1 defects together with additional inspections which may be required in response to the Police, the Public or extreme weather conditions.

Shrubberies, hedges and trees that are the responsibility of the Highway Authority together with hedges and trees that are the responsibility of others but are however causing a significant nuisance or obstruction to highway users.

It is not easy to identify the ownership of trees within or at the highway boundary.

Trees are a most important amenity feature which should where practicable be preserved, but, if they are allowed to decay or become unstable, they can be a serious hazard to road users.

Inspections can reveal signs of potential danger, such as thinning foliage and unseasonal loss of leaves, dying back of a substantial amount of branches, signs of fungi and bacterial disease. Normal healthy growth of hedges and trees can also give rise to hazardous conditions to road users by causing obstruction to visibility and movement. Also tree canopies are a problem by obscuring street lighting columns, and tensioning overhead wires.

3.11.2 Items Inspected

Shrubberies

Hedges.

Trees.

- 3.11.3 a. Accident damage resulting in unstable tree or branch.
- b. Trees leaning dangerously.
- c. Sudden loss of clearance over the carriageway.
- d. Hedges and trees whose growth obstruct the visibility of warning or regulatory signs and sight lines at junctions.
- e. In addition, any other item considered an immediate hazard.

3.12 SAFETY FENCES AND BARRIERS

3.12.1 General Criterion

The requirement of this section relates to Category 1 defects together with additional inspections which may be required in response to the Emergency Services the Public or extreme weather conditions.

Category 1 defect maintenance is generally confined to the repair of damaged sections and ensuring correct assembly and operation.

The repair of damaged sections will normally require prompt attention in view of the likelihood of danger to road users.

3.12.2 Items Inspected

Fences and Barriers
Pedestrian guardrails
Safety fencing (tensioned and untensioned).

3.12.3 Category 1 Defect Descriptions

- a. Damaged items where a crossover accident is likely.
- b. Damaged items that project into the carriageway or footway such as guardrail bars.
- c. Damaged items where a vehicular or pedestrian drop in level exists.
- d. In addition, any other item considered an immediate hazard.

3.13 SCAVENGING

3.13.1 General Criterion

The requirements of this Section relates to Category 1 defects together with additional inspections which may be required in response to the Emergency Services the Public or extreme weather conditions.

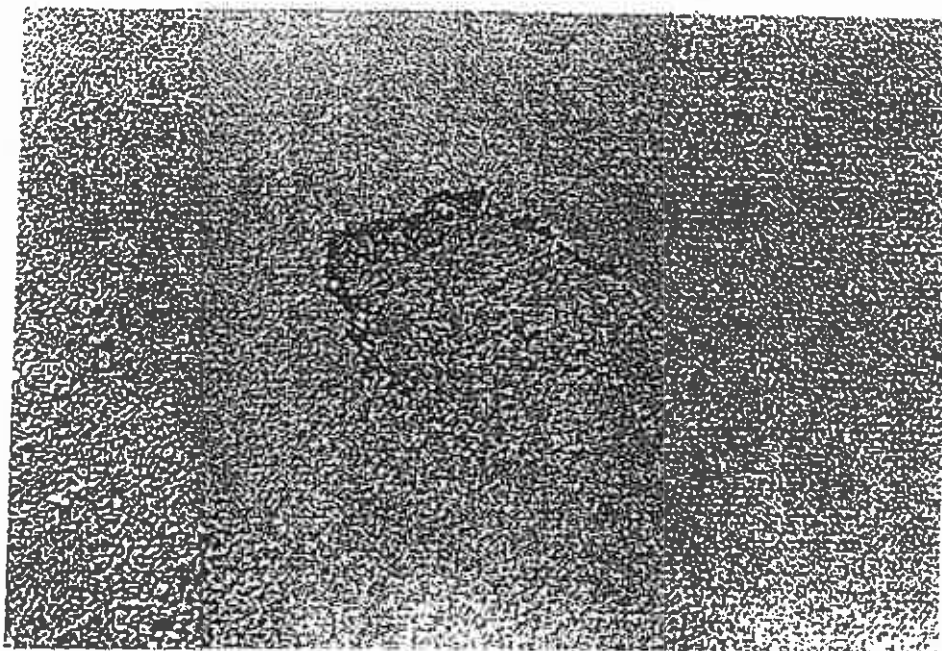
The removal of any objects found within the highway boundary that causes an obstruction or hazard to highway users. Where the litter/debris does not constitute a hazard to highway users it should be dealt with by Street Sweeping under the Environmental Protection Act 1990.

3.13.2 Items Inspected

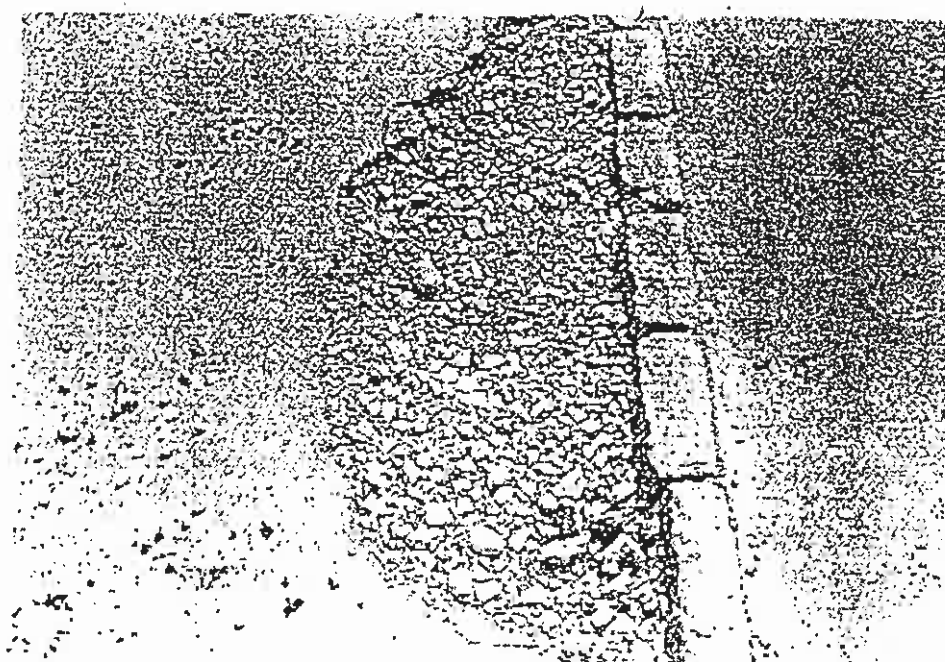
Channels.
Central Island.
Central Reserve.
Cycle Track.
Carriageway.
Footway.
Hard Shoulder.
Lay by.
Crossover (central reserve).

3.13.3 Category 1 Defect Description

- a. Debris likely to cause a hazard.
- b. Oil and diesel spillages.
- c. Spillage likely to cause a hazard shall be dealt with by the Emergency Services with the Inspector giving assistance where appropriate.
- d. In addition any other item considered an immediate hazard.



POTHOLE IN CARRIAGEWAY OR FOOTWAY



POTHOLE IN CARRIAGEWAY



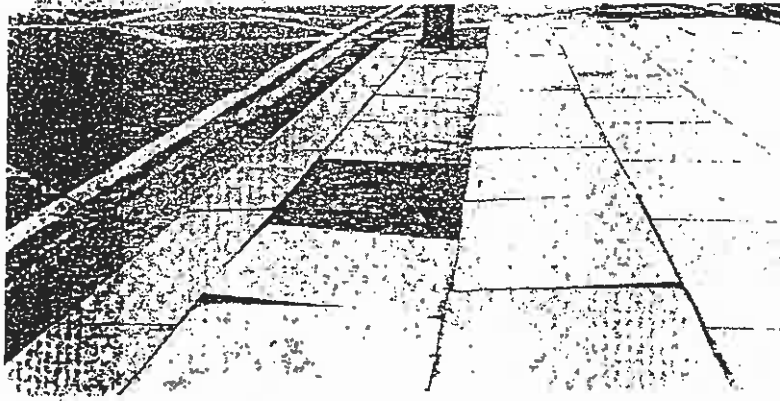
CRACKING, PLUCKING AND LOSS OF MATERIAL IN CONCRETE CARRIAGEWAY



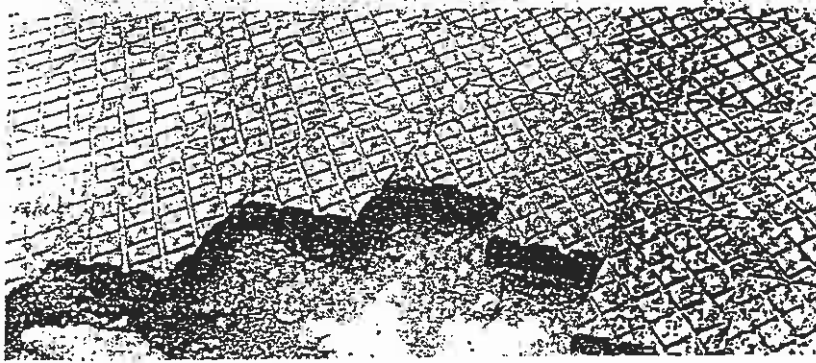
PAVING SLAB TRIP IN FOOTWAY



PEDESTRIAN BLOCK PAVING CRACKING



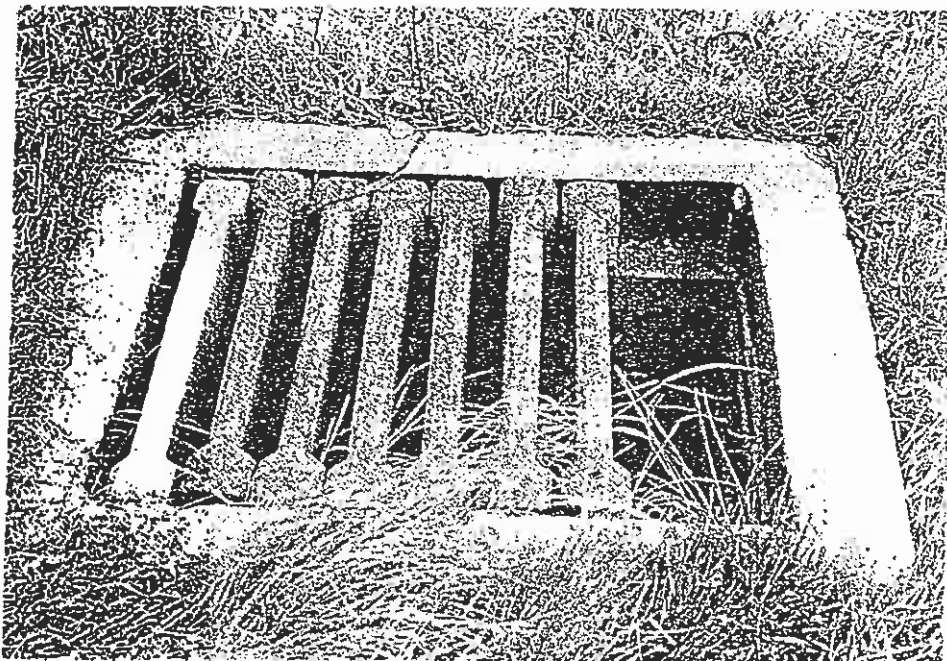
PAVING SLAB DISTURBANCE BY THIRD PARTIES



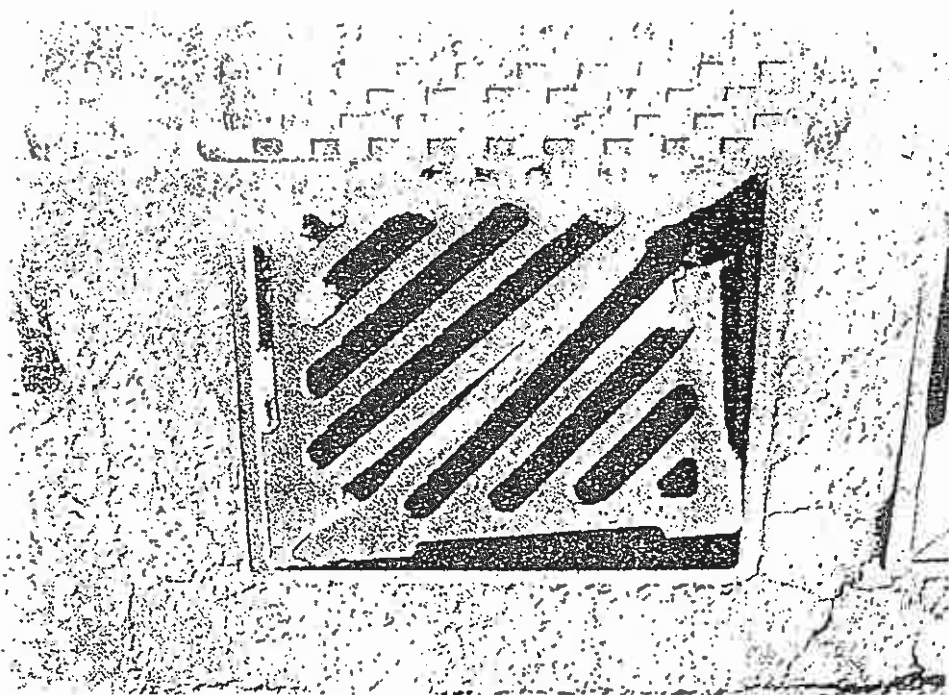
MISSING PEDESTRIAN BLOCK PAVING



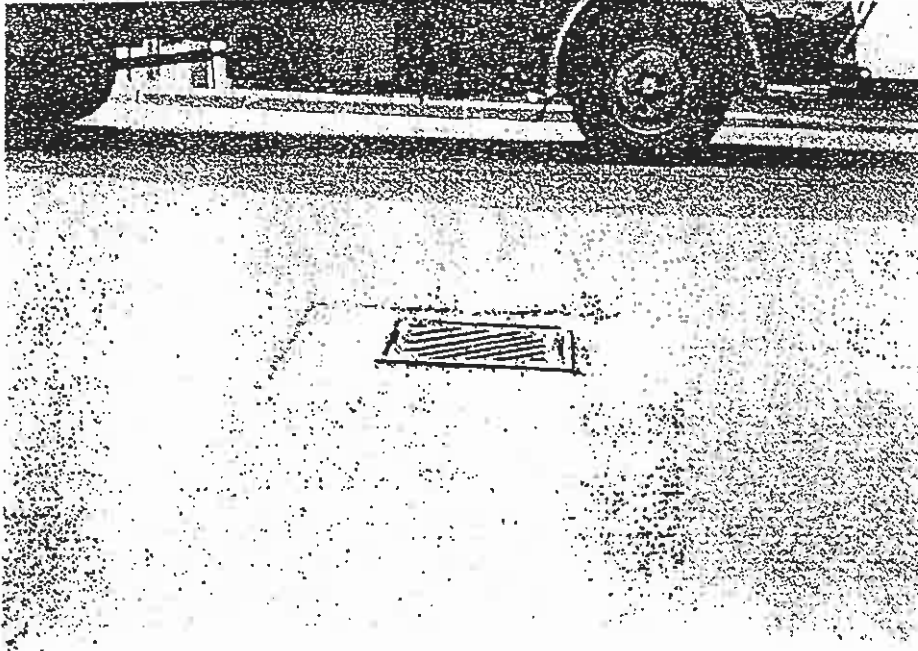
PAVING SLAB TREE DAMAGE



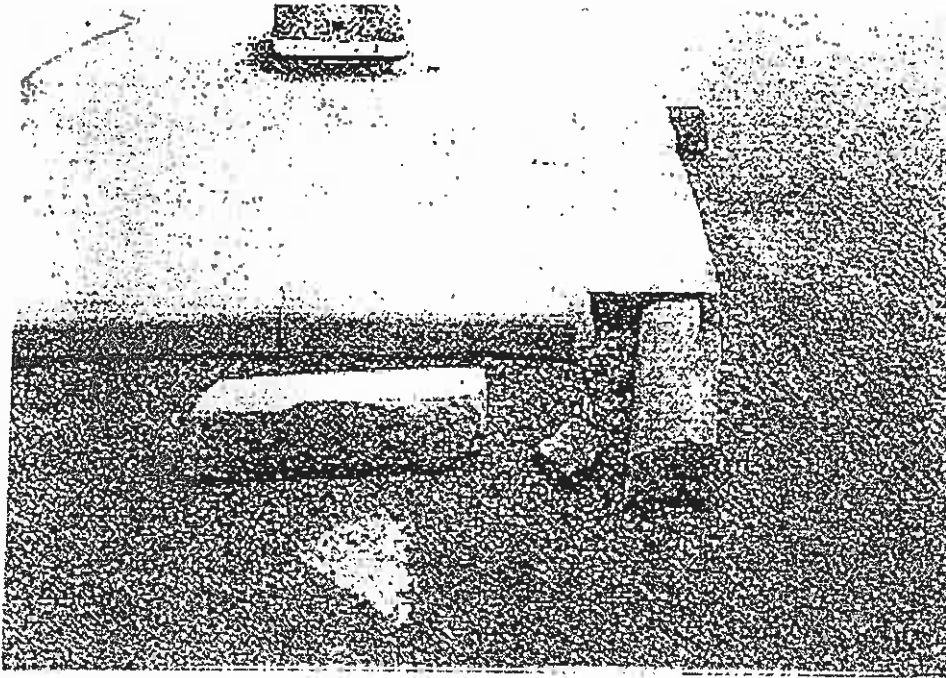
IRONWORK MISSING



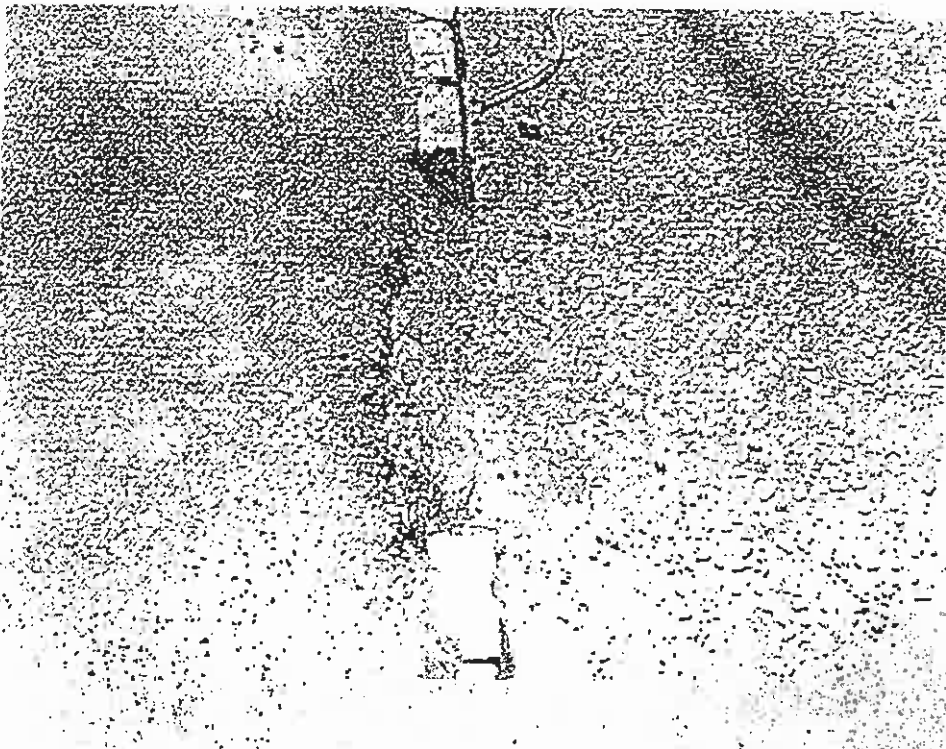
IRONWORK CRACKED OR BROKEN



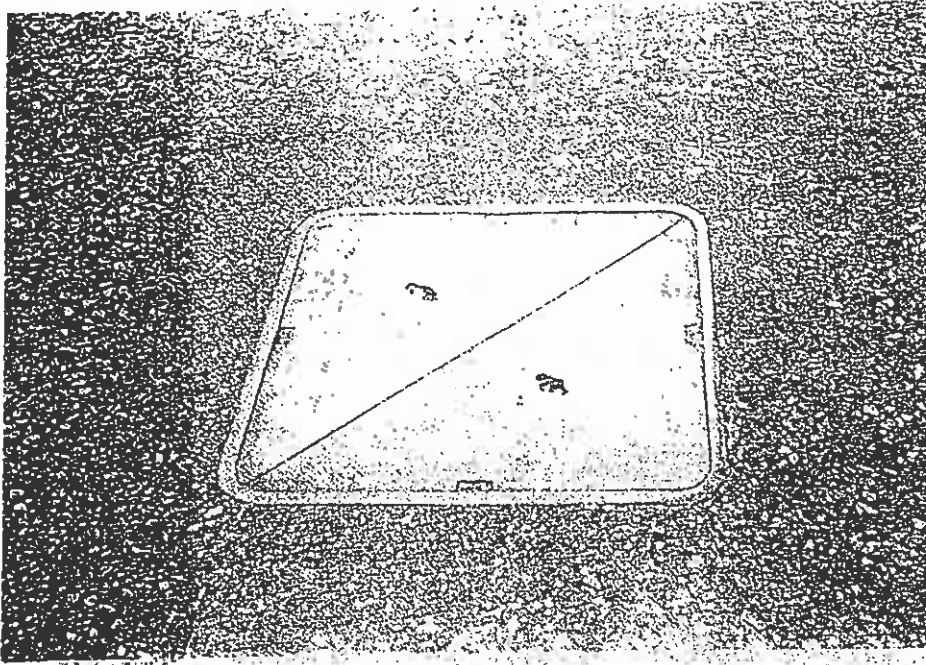
IRONWORK DIFFERENCE IN LEVEL WITH ROAD



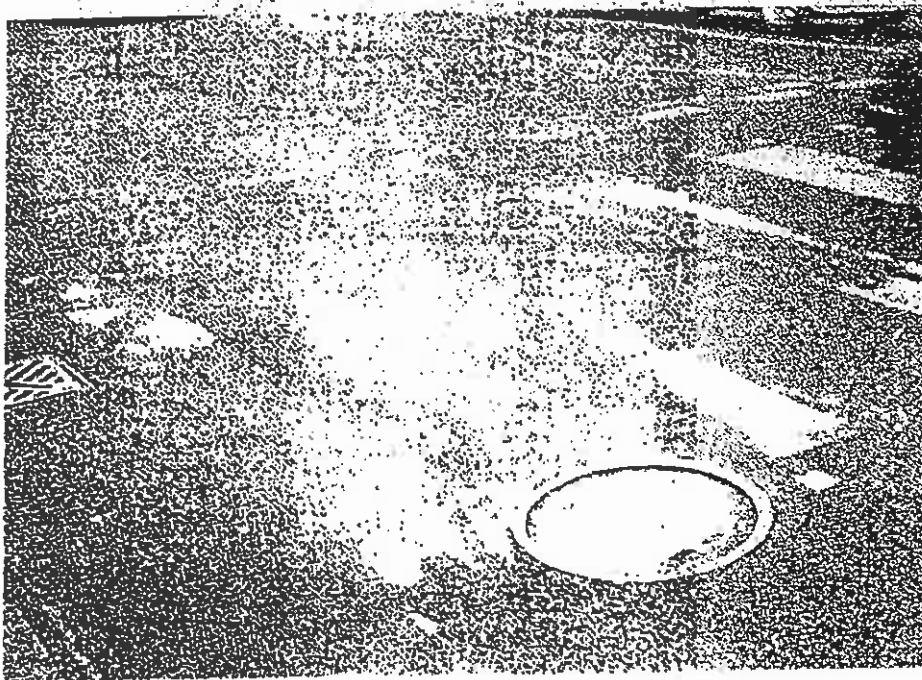
DAMAGED KERB ON TAFFIC ISLAND



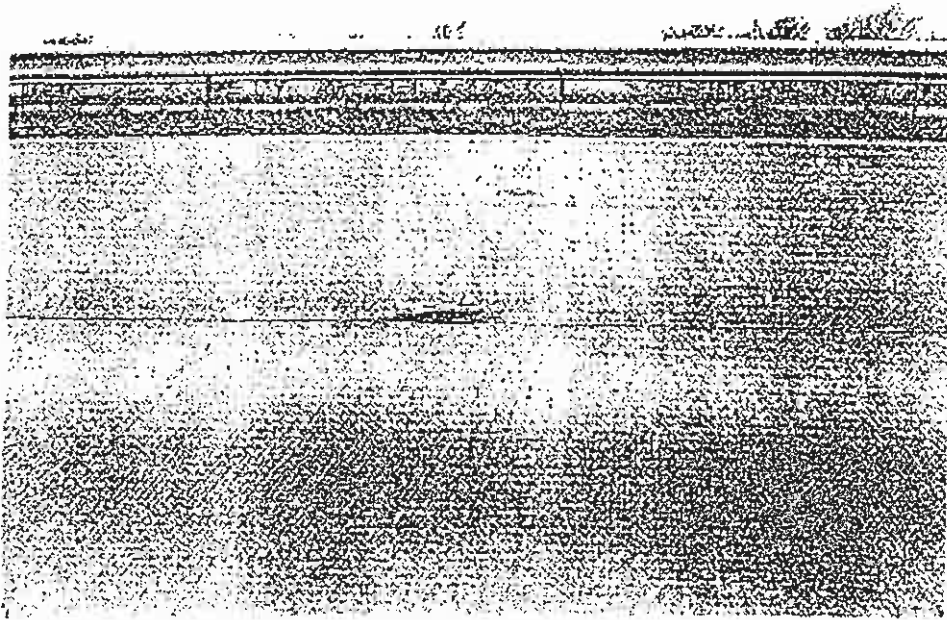
MISSING SHORT LENGTH OF KERB



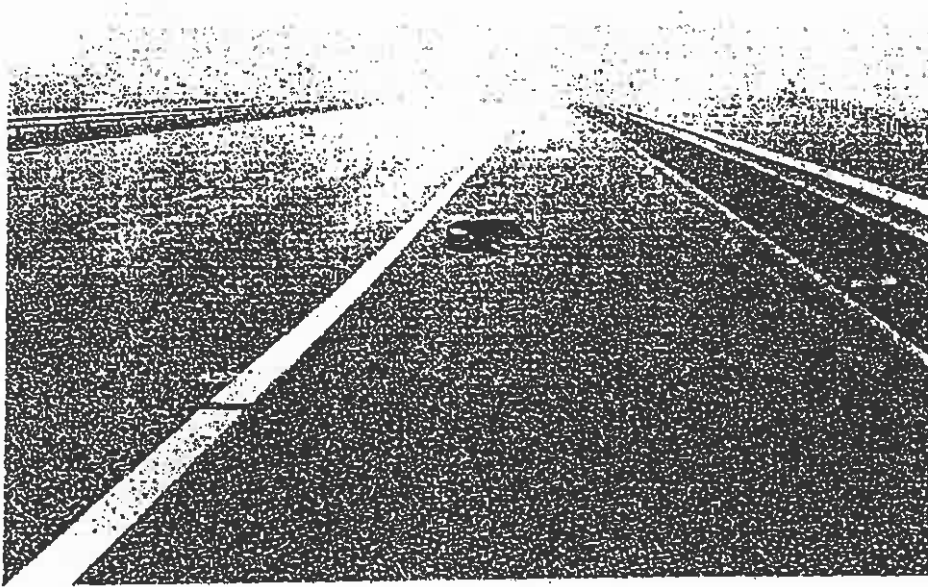
POLISHED SMOOTH SURFACE ON IRONWORK



IRONWORK DIFFERENCE IN COMPONENT LEVEL



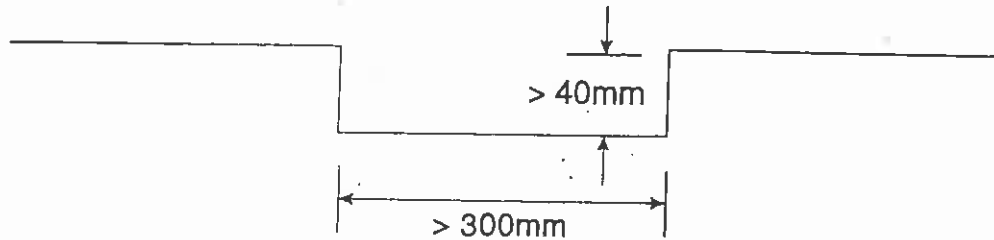
MISSING CATS EYE IN CARRIAGEWAY



DEBRIS ON CARRIAGEWAY

1. Highway Authorities Definition of Damage to Highways

Damage is defined as a defect in the highway which impairs the value or usefulness of the carriageway and provides a safety hazard for road users. A sharp edged depression (pot hole) of 40mm or greater in depth and extending in any one direction greater than 300mm may constitute a safety hazard and should be repaired in accordance with individual highway authority response times.



2. Highway Authorities Definition of Damage to Pavements

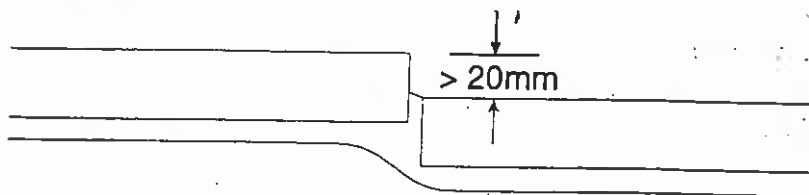
Damage is defined as a defect in the footway which impairs the value or usefulness of the footway and provides a safety hazard for pedestrians, a useful guide is as follows:

Trips more than 20mm.

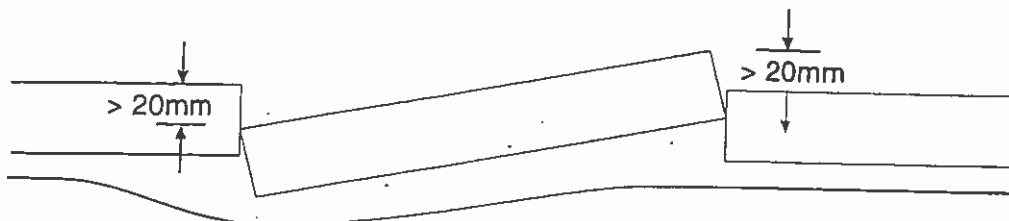
Rocking flags greater than 20mm.

Rapid change of footway profile greater than 25mm and extending in plan dimension less than 600mm and should be repaired in accordance with individual highway authority response times.

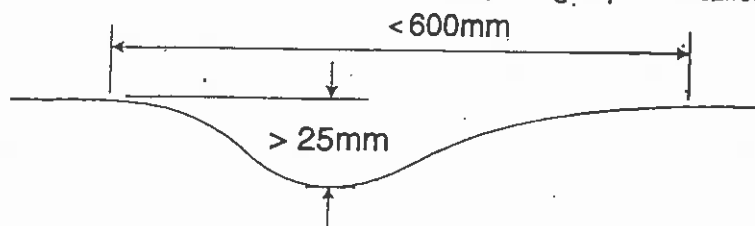
Trips greater than 20mm.



Rocking flags greater than 20mm.



Rapid change of footway profile greater than 25mm and extending in plan dimension less than 600mm



SAFETY INSPECTIONS

APPENDIX C

BOROUGH OF SOUTHEAST ONS SEA AREA REF. _____ STREET INSPECTION REPORT NO. _____

STREET NAME _____ INSPECTION FREQUENCY : _____

CLASSIFICATION _____ ROUTE NO / AND HIERARCHY _____ DATE _____

| 1. UNEVEN SLABS (NO.) OR FAW SURFACES (DEVIATION) | DEVIATION | 19MM 25MM 50MM | | | CAUSE | ACTION / ORDER NOS |
|--|-----------|----------------------|------|------|---|--------------------|
| | | 19MM | 25MM | 50MM | 1. Vehicle Damage 2. Normal Wear & Tear 3. Disturbance by Persons Unknown 4. Other (Specify) | |
| | | | | | | |
| PRIVATE FORECOURTS ABUTTING HIGHWAY - LOCATION | | | | | | |
| UNEVEN / CRAZED CARRIAGEWAY SURFACE | | | | | | |
| UTILITY EXCAVATION OR UNEVEN OR BROKEN COVERS | | | | | | |
| TEMPORARY CROSSING OR PATH DAMAGE | | | | | | |
| UNEVEN OR DAMAGED KERBS | | | | | | |
| UNEVEN OR BROKEN GULLY GRATINGS, CHANNELS | | | | | | |
| DANGEROUS TREES, OVERHANGING, SPACES | | | | | | |
| VEHICLES CROSSING FAW WITHOUT PVX | | | | | | |
| CONDITION OF CARRIAGEWAY JOINT SEALING % FAILED | | | | | | |
| ROAD MARKINGS % WHITE FAILED % YELLOW FAILED | | | | | | |
| BARRIERS, GUARDRAILING | | | | | | |
| ANY OTHER MATTERS (INCLUDING 'A' BOARDS, GOODS ETC.) | | | | | | |

FEATURES OF THE STREET

Regularly Subject to On Street Parking : Y / N

Verger / Footways Likely to be Damaged By Cars / Lorries Parking / Loading & Unloading : Y / N

Are There Trees in the Street : Y / N

Other features _____

| | | TYPE OF : BUS SHELTER / WIND SHELTER / SEAT / SIGN / BOLLARD / LAMP COLUMN (CLASS A / B) | REQUIRES CLEANING Y/N | MISSING / SIGN / BOLLARD Y/N | UNLIT LIGHTING UNIT Y/N | FADED NEEDS REPLACING Y/N | DAMAGE | | |
|--|---------------------|---|-----------------------------|---------------------------------------|----------------------------------|------------------------------------|--|-----------------------|-------------------------------|
| | | | | | | | SHELTER / SEAT / SIGN / BOLLARD / LAMP COLUMN Y/N | COLUMN POST Y/N | BASE ACCESS DOOR Y/N |
| TRAFFIC SIGNS / BOLLARDS AND STREET LIGHTING | PRECISE LOCATION | | | | | | | | |
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| STREET NAME BOARDS | PRECISE LOCATION | | | | | | | | |
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| BUS SHELTERS | PRECISE LOCATION | | | | | | | | |
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| S S | PRECISE LOCATION | | | | | | | | |
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CONDITION CATEGORY (GOOD, AVERAGE, POOR)

| | | | |
|----------|--------------------------|--------------------------|---|
| | EXISTING | IF WORK DONE | |
| DRIVEWAY | <input type="checkbox"/> | <input type="checkbox"/> | INSERT G, A, OR P |
| FOOTWAY | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| KERBING | <input type="checkbox"/> | <input type="checkbox"/> | |
| PAVING | <input type="checkbox"/> | <input type="checkbox"/> | |
| CURBWAY | <input type="checkbox"/> | <input type="checkbox"/> | NO OF CATEGORY 1 DEFECTS <input type="checkbox"/> |

PHOTO(S) ATTACHED
TO ILLUSTRATE THE CONDITION
(NO MORE THAN FIVE)

FURTHER ACTION
(HWMO)

INSPECTED BY :

FEATURES INSPECTED ALL (TICKS)

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