

TOWN OF HIGH PRAIRIE

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Policy Number No. 14--2000	Approval Date October 11, 2000	Resolution Number 610/00
Supersedes N/A	Effective Date Upon Approval	Legal Authority
Amendments:	Amendment Date	Resolution Number

TITLE: Public Works Service & Maintenance Policy

Policy Statement:

A policy outlining service and maintenance schedules for the Public Works Department.

In the interest of protecting public safety and ensuring adequate maintenance of Municipal facilities, the Town of High Prairie hereby implements the following service and maintenance schedule for Public Works Department infrastructure.

Daily –

- Lift stations
- Recycle Bins
- Raw water reservoir
- River pump – seasonal pumping
- Lagoon when discharging
- Visual inspections of manholes, valves & signs
- Operation of water treatment plant
- Trailer dumping station (*seasonal*)
- Utility locates

Weekly-

- Lagoon – Monday, Wednesday, and Friday
- Airport and playground – Monday and Thursday
- Walking Trails (Summer – Monday, Wednesday, Friday Winter – Once per week)

Monthly -

- Cleaning and servicing of lift stations
- Operations of backup power sources
- Flushing of sewer mains – Problem lines
- Addition of chemicals to lagoon as needed
- Reading of meters
- Sidewalk inspection (recorded by meter reader while reading meters)
- Roads and alley inspection

Bi- Annual –

- Hydrovaccing of lift stations and sewer mains
- Discharging of lagoon
- Checking of hydrants and flushing

Annually –

- Steaming of manholes and culverts
- Addition of copper sulfate to raw water reservoir
- Draining of water plant for visual inspection (clarifier)
- Flushing of hydrants (can be more frequent if needed)
- Contract inspections of lift stations #1, #2, and #5
- Sprinkler system for town office
- Cleaning of culvert ends prior to snowfall & snow removal prior to spring thaw
- Testing of high flow water meter every three years
- Staff inspections of lift stations #3, #4, #6

Other –

- Camera work as needed
- Custom complaints
- Reading and repairs to meters and remotes as requested by utilities clerk
- Testing of meters as required
- Rodding of sewer lines
- Drainage and cleaning of clear water storage reservoir
- Regular water plant maintenance
- Pigging of water mains
- Super Chlorination of water mains (every 2 – 3 years)
- Valve Maintenance program
- Storm sewers checked and cleaned – during and after storm's
- Street signage checked and maintained.
- Roads and general condition of all the Town's interests is checked everyday by all employees of Public Works. If irregularities are found they are communicated to the Public Works Superintendent and are corrected as soon as possible.
- Service checks on all equipment are done as required by hours of operation 100 hrs. or 5000 km
- Dutch Elm Disease Maintenance Program