



Standard Operating Guidelines  
Municipality of Callander  
Public Works

## **Task Name: Maintaining Accessible Elements in Public Spaces**

### **SOG # A-1**

**Purpose:** To define the Standard Operating Guideline in a manner that informs and instructs employees on the key points and controls to maintaining accessible elements in public spaces (routine and emergency) and provide guidelines for dealing with temporary disruptions when accessible elements required under the Integrated Accessibility Standards Regulations Part IV are not in working order.

### **Maintenance Period:**

When public spaces are not intended for year-round use and therefore not maintained on a year-round basis – i.e. playgrounds in winter months, signage will be placed to advise the public of this fact.

### **Ongoing Inspection and Maintenance:**

Accessible elements in public spaces shall be inspected and shall be given routine maintenance at the same time as all elements in the public space are inspected as per maintenance schedules. Identification of planned preventative maintenance and replacement shall be specified in our Asset Management Plan for accessible elements on the same basis as all elements of said public spaces.

## **Emergency Maintenance and Repair:**

When temporary disruptions of accessible elements in public spaces occur due to unplanned events, wear or malfunction, the following steps shall be taken:

1. If possible, remove the element from service, or if it cannot be removed, place barricades/barriers to prevent its use and place signage indicating that it is out of order and an estimated time period for repair. When appropriate, notices may be posted at the entrance to a public space as well as on the specific element and/or notice posted at other places, such as (but not limited to) the Municipal website.
2. Notify the Manager of Operations, or designate, of the situation and measures taken to date. He/she shall assess and schedule repairs/replacement in a timely manner.
3. When equipment or facility is repaired or replaced, remove public notices, or post notice that repairs are completed, as appropriate.

### **Legislative Reference**

O. Reg 191/11 s. 80.44: Maintenance of accessible elements.

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