

## TOWN OF STETTLER

<u>Prepared By:</u>	Risk Management Committee	Number:	XV-2(b)
<u>Adopted By:</u>	Town of Stettler Council	Original Policy:	N/A
		Previous Policy:	N/A
		Current Policy:	1999 01 19

Title: **WATERMAIN INSPECTION AND MAINTENANCE POLICY**

Purpose: To prevent and minimize property damage due to flooding caused as a direct result of watermain problems by systematic identification of such hazards. In the event of a loss resulting in a lawsuit, the ability of the Town of Stettler to create and preserve evidence which shows that the Town took reasonable steps to ensure the safety of residents and their property who are serviced by the Town's watermain system.

Risks: **1. IDENTIFICATION OF PROBLEMS:**

- Watermain valves in the road surface
- Watermain breaks
- Water break dig areas
- Fire Hydrants
- Water pressure fluctuations

Policy: **2. STATEMENT**

The Town of Stettler will ensure that the Municipal watermains, hydrants and valves are maintained in a reasonable and safe condition insofar as the Town's financial resources will allow.

### **3. STANDARDS**

#### WATERMAIN VALVES

- Watermain valves reported to be higher than ground level will be inspected and if necessary scheduled for repair. One half inch below ground level is considered ideal.

#### WATERMAIN & SERVICE LINE BREAKS

- The Town's responsibility is from the curb stop to the water main.

- Should a watermain break occur, the water in that area of the Town is immediately shut off, the catch basins opened and the break site isolated and barricaded. Repair of the watermain, as required, is then initiated.
- If a particular stretch of watermain has a high break ratio, the line is then considered for replacement.

#### DIG AREAS

- After a waterbreak has occurred and been repaired, the site will be inspected regularly and filled as required to maintain a safe road surface.

#### FIRE HYDRANTS

- A regular hydrant flushing program is maintained to ensure all hydrants are in good working condition. All flushing and maintenance documentation is recorded.
- Fire hydrants are winterized in the fall. When the Town becomes aware that a hydrant has become buried due to snow, the hydrant will be immediately uncovered.

#### WATER PRESSURE

- Daily inspections and readings are taken at the Water Plant to determine water usage for the Town. These readings are recorded and maintained. An alarm system is set up which guards against pressure fluctuations and alerts personnel to potential problems. Should an alarm sound or the readings be higher than usual, the plant operator shall immediately begin investigation and take corrective action.

#### PUBLIC INITIATION

- An emergency after hours phone number is provided and all water break calls are handled immediately.
- Upon Public advisement of a problem area other than an actual water break, a green sheet (Concerns and Request Form) will be filled out, the situation assessed immediately and corrective action take as required within a reasonable length of time.