



## **Sidewalk Assessment Restoration Process**

### **1. Purpose**

- 1.1. To assess potentially hazardous conditions for exterior campus sidewalks and plazas which require replacement and/or repair.

### **2. Scope**

- 2.1. This process applies to exterior sidewalks and plazas on the campus of the University of Notre Dame located in Notre Dame, Indiana. This process does not apply to interior facilities, campus roads, or parking lots unless a parking lot has an integral walk.

### **3. Definitions**

- 3.1. Exterior sidewalks and plazas for which anyone uses within the campus limits.

### **4. Assessment Responsibilities**

- 4.1. Facilities Design & Operations and Risk Management & Safety
  - Perform yearly evaluations of all exterior sidewalks and plazas on the University of Notre Dame campus to identify hazards.
  - Perform two additional evaluations of high-traffic areas, including areas with brick pavers each year. These areas are outlined in Appendix B.
  - Facilities Design & Operations shall determine repair locations in coordination with Risk Management & Safety. Facilities Design & Operations shall coordinate means of construction and timeframe for removing hazard with local contractor. Risk Management & Safety shall verify a sample of repairs at hazard locations when these have been completed.



- Risk Management & Safety shall review and communicate to Facilities Design & Operations hazardous conditions identified by injury reports and the Good Catch (Near Miss) Reporting Form (See Section 6.1).
- Risk Management & Safety shall prioritize hazard locations identified by the Good Catch (Near Miss) Form. Facilities Design & Operations shall coordinate with a local contractor for replacement and repair plan within 7 days of the report.
- Facilities Design & Operations and/or Risk Management & Safety shall work with Notre Dame Security and Police to barricade hazards identified by Good Catch (Near Miss) reports until they can be corrected.
- Facilities Design & Operations shall notify Risk Management & Safety when Good Catch (Near Miss) repair is complete and send photo documentation of repair. Risk Management & Safety shall close Good Catch (Near Miss) report and upload photo documentation for record.
- Both Facilities Design & Operations and Risk Management & Safety shall conduct a yearly review of this Sidewalk Assessment Restoration Process as outlined within this document.

## **5. Hazard Criteria & Assessment**

### **5.1. Curb Ramps**

- Settlement, depressed areas, or inadequate drainage
  - Review bottom of ramp for signs indicating standing-water or inadequate drainage.



- Level changes or gaps at curb ramp transitions between drive, sidewalk, and gutter or at top of curb ramp transition to sidewalk.
  - Review all transitions for level changes and/or gaps
- Elevated cracks or deteriorated sections of curb ramp

## 5.2. Level Changes

- Sidewalks and plazas
  - Look for settlement of pavers at transitions between pavers and concrete
- Service drives or crosswalks at parking lot entrances
- Curb-to-sidewalk transitions
  - Sidewalk to landscaping or lawn areas. Transition changes may occur from soil erosion, inadequate drainage, traffic ruts, deteriorated mulch beds, etc.
- Various material transitions
  - Review level changes where various material changes occur such as: asphalt-to-concrete, concrete-to-pavers, stone-to-curb, etc.

5.2. Deteriorated walks, cracks, or gaps at asphalt pavement walks and concrete or paver walks.

5.3. Settlement or level changes at utility structures.

5.4. Review Appendix A for visual examples of hazardous criteria.



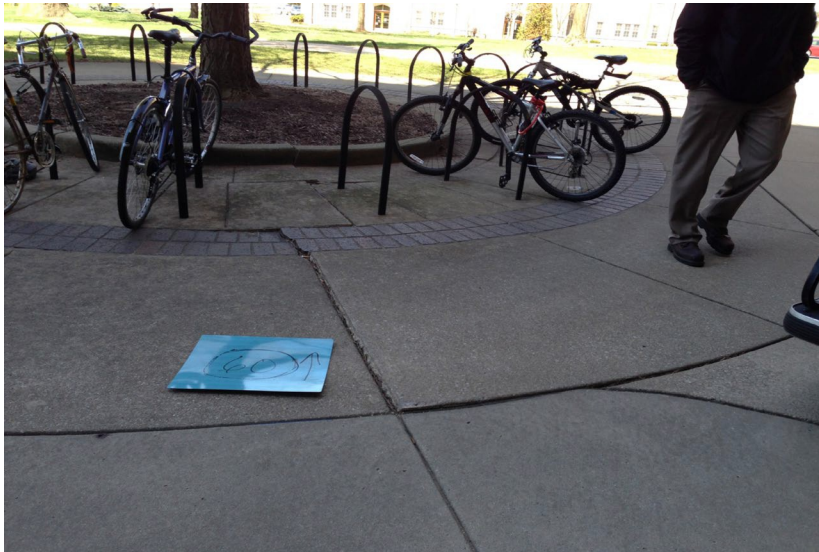
## **6. Slip, Trips, & Fall Hazard “Good Catch (Near Miss)” Reporting Form**

- 6.1 The “Good Catch (Near Miss)” Report Form is located on Risk Management and Safety’s website under incident reporting. This form allows for reporting any safety concern or dangerous situation including slip, trip, and fall hazards on exterior campus sidewalks and plazas.
- 6.2. Reports submitted through the Good Catch (Near Miss) Report Form will be emailed to Risk Management and Safety. The reports will then be forwarded to appropriate University personnel as needed.

Appendix A:  
Examples of Hazards



Picture 1: Curb Ramps



Picture 2: Level Changes at Sidewalk-to-Pavers



Picture 3: Level Changes at Dissimilar Materials



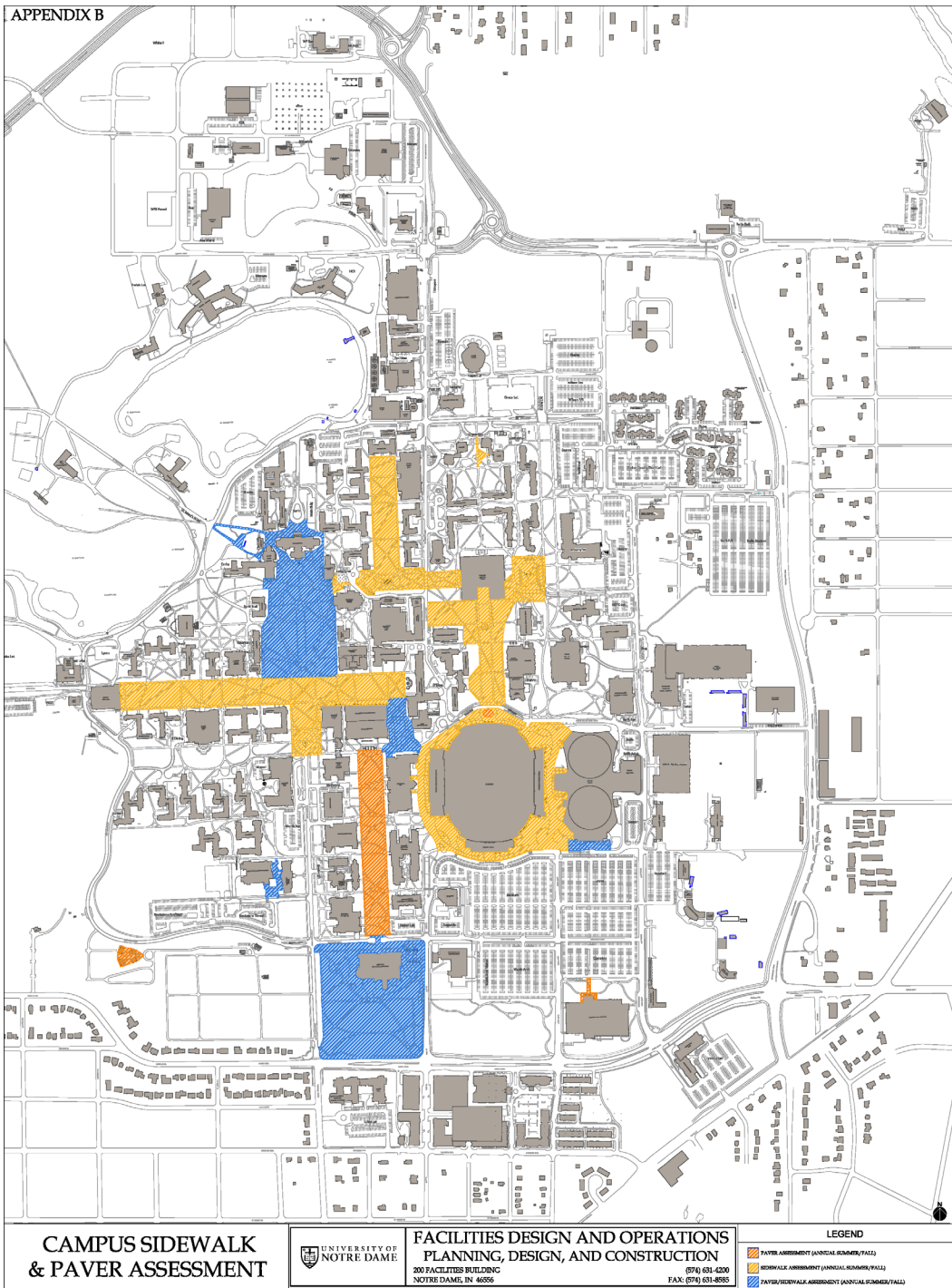
Picture 4: Level Changes at Curb-to-Sidewalk



Picture 5: Level Changes Adjacent to Sidewalk



Picture 5: Deteriorated Sidewalks



Approval Date: 02/07/19  
Review Date: 01/14/19

Sidewalk Assessment Restoration Process SAFE027  
Owner: RMS Director