

TOWN OF STRATFORD - COUNCIL POLICY			
Name:	Inspection of Town Owned Property	Policy Number:	Policy # 7
Committee:	Finance and Administration	Approval Date:	Sept. 10, 2003

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Policy Statement

“Council recognizes that as a property owner it must perform regular inspections of its lands and facilities in order to identify and remedy any safety hazards that may be present. For this reason Council established the following guidelines and procedures.”

Guidelines and Procedures

1. The Bylaws and Property Committee (or assign(s)) shall complete regular inspections of all Town owned land and facilities and shall have authority to take remedial actions where warranted.
2. An inspection and maintenance log shall be maintained documenting the date of the inspection, the place of the inspection, safety hazards identified, remedial action taken, and by whom the inspection and maintenance work was completed.
3. The inspections shall be recorded in a prescribed form which may be amended from time to time.
4. The Chief Administrative Officer shall provide progress reports to the Chairperson of the Bylaws and Property Committee on a regular basis.