



Summer Village of South View

Administrative Policy

Number	Title			
A-TRA-BOAT-1	Boat Launch Inspection & Maintenance			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:	17-20	Resolution No:	
	Date:	January 29-20	Date:	

POLICY STATEMENT

The Summer Village of South View will inspect and maintain the municipally-controlled boat launch on a yearly basis.

PURPOSE

The Summer Village of South View has deemed it necessary to provide the users of the boat launch a safe environment to lessen the likelihood of personal or property harm.

RELATED INFORMATION

The Summer Village of South View, upon inspection, having found a defective or worn area of the boat launch, may elect to repair the equipment or remove it from service until such time that it can be returned to service.

RESPONSIBILITIES

It will be the responsibility of the Chief Administrative Officer or designate to ensure completion of an annual checklist and identify all defective or worn areas of the boat launch. The Chief Administrative Officer or designate will determine whether the launch site or specific areas of the launch site will be removed from service or repaired taking into consideration the approved annual operating budget.



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Boat Launch Inspection Report

Site: Summer Village of South View				Date:
Area of Inspection	Okay	Concern	N/A	Comments
Launch Ramp				
Gravel approach condition				
Cable condition				
Concrete pad condition				
Concrete pad position				
Granular fill between pads				
Signage				
Rip Rap condition / quantity				
Building Interior				
General Cleanliness				
Plumbing fixtures and fittings				
Washroom/Laundry coin boxes				
Condition of paint and trim				
Floors free of debris exits not blocked				
Fire Lanes and Parking Lot				
Check fire lanes and hydrant are clear				
Lighting				
Catch Basins				
Garbage area				
Seasonal - Weeds				
Free of ice/snow				



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Floating Dock				
Gangways - check hinge pins, transition plates, surface, rollers, wheel guards & landings - lubricate when necessary				
Life rings/Rope				
Deck Planks & Rub Boards				
Piles, Pile wells & rings				
Floatation tubs				
Float transition plates				
No storage of gear, skiffs or other materials				
Channels free of debris				
Safety ladders				
Vessel tie up lines				
Free of ice/snow				
Electrical				
Main Electrical Panel: Doors and locks lubricated, breakers clearly marked				
Transformer Panel - Breakers clearly marked				
Receptacle Panel: Ensure that door has sticker showing cord requirements & check for damaged outlets				
Check for uncertified cords, plugs & adaptors				
Check for damaged cords & corroded plugs				
Check for cord tripping hazards				
Check dock lighting				
Used oil collection area				
Inspect area for spills and waste				



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Visual check of oil tank and drums for collection				
Signage maintained				
Misc Items				
Panic Book in Visible Area of Office				
WHMIS Information Binders up to date				
Safety Equipment				
Flammables Locker				
Signature of Inspector				Date of Inspection: