

## F. PUBLIC INFRASTRUCTURE

Organization name

Evaluation period

Completed by (name and title)

Date completed

Evaluate your operations against best practices by asking the questions below. A response of “No” to any question indicates an area that may require further evaluation and a plan for improvement or correction.

The entire set of RMGM Self-Assessments is available online here: <https://mml.org/programs-services/risk-management/risk-management-resources/risk-management-is-good-management-program/>

Yes	No	n/a	
			<b>A. Municipal Management</b>
			Have you completed the <i>Municipal Management Self-Assessment</i> ?
			<b>B. Facility Safety and Operations</b>
			Have you completed the <i>Facility Safety and Operations Self-Assessment</i> ?
			<b>C. Human Resources / Employment Practices</b>
			Have you completed the <i>Human Resources / Employment Practices Self-Assessment</i> ?
			<b>D. Fraud Prevention</b>
			Have you completed the <i>Fraud Prevention Self-Assessment</i> ?
			<b>E. Motor Vehicle Operations</b>
			Have you completed the <i>Motor Vehicle Operations Self-Assessment</i> ?
			<b>1. General Risk Management</b>
			Are certificates of insurance required from all contractors?
			Do you keep contractors' certificates of insurance on file and check them annually?
			<b>2. Street Inspection and Maintenance</b>
			Do you have an established procedure to ensure that public streets, alleys, roads and parking lots are inspected and maintained on a regular basis?
			Do you have an established procedure to inspect and repair faded or deteriorated pavement markings and regulatory signs?
			Does your procedure include removal of tree branches, bushes, or other vegetation that may obstruct traffic control devices?
			Is there a procedure for reporting and documenting complaints of street defects and documenting action taken?
			Do you maintain records documenting inspections and repairs?
			Do traffic control signs and devices comply with MDOT specifications?
			<b>3. Sidewalk Inspection, Repair, and Replacement Program</b>
			Is there a sidewalk repair procedure?
			Are your personnel trained in sidewalk repair procedures?

Yes	No	n/a	
			Do you inspect your sidewalks as soon as it is practical in the spring?
			Are inspectors trained to recognize dangerous conditions and on the 2-inch rule regarding legal liability?
			Are follow-up inspections required to determine whether repairs are complete and satisfactory?
			Do you maintain records documenting inspections and repairs?
			Do you have procedures established to report defects and document when notified?
			Do you evaluate your sidewalk repair procedure annually for effectiveness?
			<b>4. Tree Inspection, Maintenance, and Replacement Program</b>
			Do you have a written procedures for tree maintenance and tree replacement?
			Does your tree maintenance procedure identify a completion cycle for tree inspection and trimming?
			Do you inspect trees as soon as it is practical in the spring or fall and after severe wind and/or ice storms?
			Do you have a complaint procedure in place for tree defects?
			Does your maintenance procedure include removal of tree branches, bushes, or other vegetation that may obstruct traffic control devices?
			Does a qualified individual oversee the tree maintenance process?
			Do you contract or outsource your tree maintenance to a qualified individual?
			Does your tree planting or replacement process identify the kinds of trees that can be placed in public areas?
			Is there a written tree planting permit process for any trees planted in the right of way?
			Is there documentation that supports your tree maintenance/removal/planting procedure?
			<b>5. Playground Inspection and Maintenance Program</b>
			Do you have a procedure to inspect and maintain playgrounds and equipment on a regular basis?
			Do the guidelines in this procedure follow those required by Michigan PA 16 of 1997 Playground Equipment Safety Act (MCL 408.681-408.687), and the Consumer Product Safety Commission?
			Is there long-term plan for the replacement of playground equipment?
			Do you assign responsible individual(s) to be in charge of inspecting and maintaining playgrounds and equipment?
			Are all inspectors familiar with guidelines required by Michigan PA 16 of 1997 Playground Equipment Safety Act (MCL 408.681-408.687) and the Consumer Product Safety Commission?
			Do all inspectors posses the appropriate level of training?
			Do you require new equipment to meet guidelines required by Michigan PA 16 of 1997 Playground Equipment Safety Act (MCL 408.681-408.687) and the Consumer Product Safety Commission?
			Do you inspect all parks and playgrounds when winter transitions into spring?
			Do you maintain records documenting inspections, replacement, maintenance, and repairs?
			Do you ensure that trees in the area are trimmed to 7' minimum clearance to ground?
			Do you evaluate the playground inspection and maintenance program for effectiveness?

Yes	No	n/a	
			<b>6. Storm Sewer Inspection and Maintenance</b>
			Is there a procedure for annual inspections of catch basins?
			Is there a procedure for regularly scheduled maintenance of catch basins?
			Do you have a map of your storm sewer and waste water system?
			Do you have a system of tracking incidents?
			Do you have a plan for visual monitoring of storm sewers with video cameras on a regular schedule?
			<b>7. Sewer Backup Program</b>
			Do you have a routine maintenance program in place?
			Does your routine maintenance program cover the entire service area?
			Does your routine maintenance program provide for special attention for problem areas?
			Do you have a procedure for visual monitoring of sanitary sewers with video cameras on a regular schedule?
			Do you have a procedure for documenting and tracking reported sewer backup incidents?
			Is there a procedure to inspect defects upon notification of a defect and document action taken?
			Do you have a procedure for monitoring and gauging rainfall so pump stations and basins have adequate staffing and monitoring during periods of heavy rain?
			Do you have an ordinance/requirement that all commercial producers of contaminants (industrial, restaurants and Laundromats) install traps?
			Does your ordinance or requirement specify that repairs or improvements must use plastic pipe or other similar durable materials?
			Do you have a complaint process to comply with Public Act 222 of 1999?
			Is there documentation that supports your sewer back-up procedure?

## CONCLUSIONS



If you can honestly answer “yes” to all applicable questions, your risk management program for Public Infrastructure is on solid footing – congratulations! Following the recommended practices reduces your organization’s exposure to future claims in this area. Remain vigilant for new or changing risks and address them promptly.



If you answered “no” to one or more questions, your organization faces increased exposure to disability discrimination claims and the associated direct and indirect costs. Each “no” response indicates a possible deficiency in your risk management program. You should consider these carefully and take one or more of the actions below:

- Correct any deficiency that may exist;
- Contact MML Risk Management Services at the number below;
- Contact MML Loss Control Services at the number below.

*Contact MML Risk Management Services Staff  
or your Loss Control Consultant for more information.*



**Important Phone Numbers**

MML Risk Management Services	800.653.2483
Loss Control Services	800.482.2726

**Note:**

*This document is not intended to be legal advice.  
It only identifies some of the issues surrounding this topic.  
Public agencies are encouraged to review their procedures with an expert  
or a competent attorney who is knowledgeable about the subject.*