

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON


In the Matter of Adopting)
A Parking Lot Inspection Policy for) ORDER NO. 3-2025
County Buildings and Parks)

WHEREAS, the County has an interest in maintaining the safety and security of its parking lots for the benefit of its employees, volunteers, and visitors;


NOW, THEREFORE, it is hereby ordered that the Parking Lot Inspection Policy for County Buildings and Parks which is attached hereto as Exhibit "1", is hereby adopted.

DATED this 29th day of January, 2025.

BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON

Approved as to for
By: 
Office of County Counsel

By: 
Kellie Jo Smith, Chair

By: 
Casey Garrett, Commissioner

By: 
Margaret Magruder, Commissioner

Exhibit "1"

Parking Lot Inspection List

Daily Inspection*:

1. Check for any litter or debris in the parking lot.
2. Inspect for any visible signs of vandalism or damage to property.
3. Ensure all designated parking spots are clearly marked and accessible.
4. Check for any obstructions such as fallen branches or objects blocking parking spaces or pathways.
5. Inspect for any safety hazards such as potholes, cracks, or uneven surfaces.
6. Check the lighting in the parking lot, ensuring all lights are functioning correctly.
7. Verify that any designated accessible parking spots have proper signage and accessibility features.
8. Document the inspection and list any work orders submitted.

Weekly Inspection*:

1. Sweep the entire parking lot to remove any accumulated debris or litter.
2. Inspect parking lot lines and markings for visibility and repaint if necessary.
3. Check for any signs of wear and tear on pavement surfaces and arrange for repairs as needed.
4. Inspect signage throughout the parking lot for visibility and legibility.
5. Test the functionality of parking lot security cameras and alarms.
6. Check drainage systems for any blockages or signs of malfunction.
7. Document the inspection and list any work orders submitted.

Monthly Inspection:

1. Conduct a thorough inspection of all parking lot structures such as ramps, barriers, and guardrails for signs of damage or wear.
2. Inspect landscaping elements such as trees, shrubs, and flower beds for maintenance needs.
3. Verify that any designated EV charging stations are operational.
4. Review any maintenance logs and address any outstanding issues or concerns.
5. Document the inspection and list any work orders submitted.

Yearly Inspection:

1. Conduct a comprehensive assessment of the parking lot's overall condition, including pavement quality, drainage systems, and structural integrity.

2. Schedule any necessary resurfacing or repaving work.
3. Inspect the condition of parking lot lighting fixtures and consider upgrades or replacements as needed for energy efficiency and safety.
4. Review and update the parking lot's maintenance plan and project prioritization budget for the upcoming year.
5. Once the budget is approved, begin work on highest priority projects.
6. Evaluate the effectiveness of any security measures and consider enhancements or adjustments based on past incidents or feedback.

*Daily and Weekly inspections at County parks will only be conducted when a park host or County employee is reasonably available, to be determined by the General Services Director.