

## **Bollard Installation Procedure– Example Plan**

### **1. Safety Procedures**

Safety vests and closed toed shoes are required to be worn by all bollard installation and removal personnel during transportation, installation, and de-installation operations. Bollards should be installed and removed by no fewer than 2 PSSM staff members. Sturdy work gloves and safety shoes (steel-toed) are strongly recommended for those involved.

### **2. Bollard Storage and Trailer Use:**

#### **Trailer Use:**

The trailer and installed equipment, tarps, bollards, locks, cables, keys, and security hex wrenches are PCMC property and may not be used for purposes other than installation/ de-installation of bollards for Park Silly Sunday Market operations, per bollard installation procedures. Prior to towing, vehicle operators shall ensure the following:

- a. All trailer connections (including properly-sized ball and ball mount, receiver hitch, hitch pin, retainer clip, coupler, safety chains, emergency brake cable if equipped, light connection, etc.) are properly seated and secure;
- b. That trailer lights (brake, hazard, and turn signals) are operable; and
- c. The trailer is otherwise safe to operate (e.g., tires properly inflated, rear gate installed, doors or boxes closed, load is balanced and properly secured, etc.). The towing vehicle/trailer will be operated in a safe manner at all times, with due regard to existing traffic and road conditions, and in accordance with all applicable traffic laws. Hazard signals will be used while the vehicle and trailer are obstructing the right-of-way.

#### **Trailer and Bollard Storage Location/s:**

- a. Bollard trailer will be stored at the Park City Public Works Facility, or at another agreed-upon City property, when not in use. Between installation and de-installation, the trailer shall be parked at the Mawhinney Lot, space permitting. If parking is unavailable at the Mawhinney Lot, the trailer may be parked at the southern side of the Miner's Library in the City Park or the Munchkin Shop on Bonanza Drive.
- b. When not in use, the trailer shall be safely parked in an area which allows for unimpeded access and removal, and prevents inadvertent damage from unintended trailer movement (i.e., shall not be parked on a slope without wheel chocks).
- c. To the extent possible, the trailer should be parked so as maximize available parking and may not be parked in a manner which obstructs normal vehicle traffic flow.
- d. The bollard trailer will be moved using a licensed and insured PSSM vehicle operated by PSSM staff as approved by the Executive Director of PSSM and under management of the Park City Special Event Coordinator. Damage, losses, or injuries caused or incurred by the trailer or PSSM staff shall be reported immediately to the closest Park City Police officer on duty, in conjunction with rendering any necessary assistance and completing required document and information exchange. By operating the trailer and installing/de-installing bollards, PSSM accepts complete liability for any and all damages or injuries which may result from such operation, and agrees to hold harmless Park City Municipal Corporation

#### **Additional PSSM Equipment Use:**

- a. PSSM may use PSSM golf carts or other PSSM vehicles to transport bollards to interior venue locations for PSSM.

### **3. Bollard Installation Procedure**

- a. Unload bollard from trailer

- b. Remove retaining bolt in top of embedment sleeve with hex wrench
- c. With sleeve open replace retaining bolt and screw down until flush with top of opening ( bollard will not fully set if bolt is not flush)
- d. Fully open sleeve lid
- e. Unlock and remove standard Masterlock from bollard
- f. Install bollard in sleeve, ensuring lifting handles align in direction of vehicle travel (most locations except garages)
- g. Fit groove of sleeve lid over security pad-eye welded on bollard
- h. Attach standard Masterlock, securing bollard to sleeve lid

#### **4. Bollard Removal procedure**

- a. Unlock and remove standard Masterlock
- b. Remove bollard from sleeve
- c. Re-attach Masterlock onto bollard
- d. Remove retaining bolt with hex wrench
- e. Close sleeve lid and reinstall retaining bolt in top of embedment sleeve with hex wrench, ensuring lid is entirely closed, flush to top of sleeve, and lid retaining bolt is fully tightened
- f. Load bollard onto trailer

#### **5. Installation Locations and Timeline**

- a. **Pick-up bollard trailer – 8:30 a.m.**
  - i. Pick up at public works
  - ii. Call Rob McKinney 4. 659.7683 (morning)
- b. **1<sup>st</sup> Location – approx. 9:00 a.m.**
  - i. Deer Valley Drive - ( 7 Bollards )
    - 1. May need to leave 1 or 2 bollards in center of road uninstalled until last vehicle has departed.
- c. **2<sup>nd</sup> Location – approx. 9:10 a.m.**
  - i. 7<sup>th</sup> Street - ( 7 Bollards )
    - 1. May need to leave 1 or 2 bollards in center of road uninstalled until last vehicle has arrived.
- d. **3<sup>rd</sup> Location – approx. 9:15 a.m.**
  - i. 9<sup>th</sup> Street - ( 7 Bollards )
    - 1. May need to leave 1 or 2 bollards in center of road uninstalled until last vehicle has departed.
  - ii. Town Lift Garage- ( 4 Bollards )
- e. **4<sup>th</sup> Location– approx. 9:20 a.m.**
  - i. Marriott Garage- ( 3 Bollards )
- f. **5<sup>th</sup> Location– approx. 9:30 a.m.**
  - i. Heber & Main- ( 7 Bollards )
  - ii. When event staff reports vendor vehicles are clear of venue, PSSM will install any final bollards that were left uninstalled as referred to above. Bollards are required to be installed by 10:00 a.m. (market opening time). If changes to timeline are required, they must be requested and approved by the Special Events Coordinator. None of the other bollard locations that are not listed above are to be installed unless approved by Special Event Coordinator.

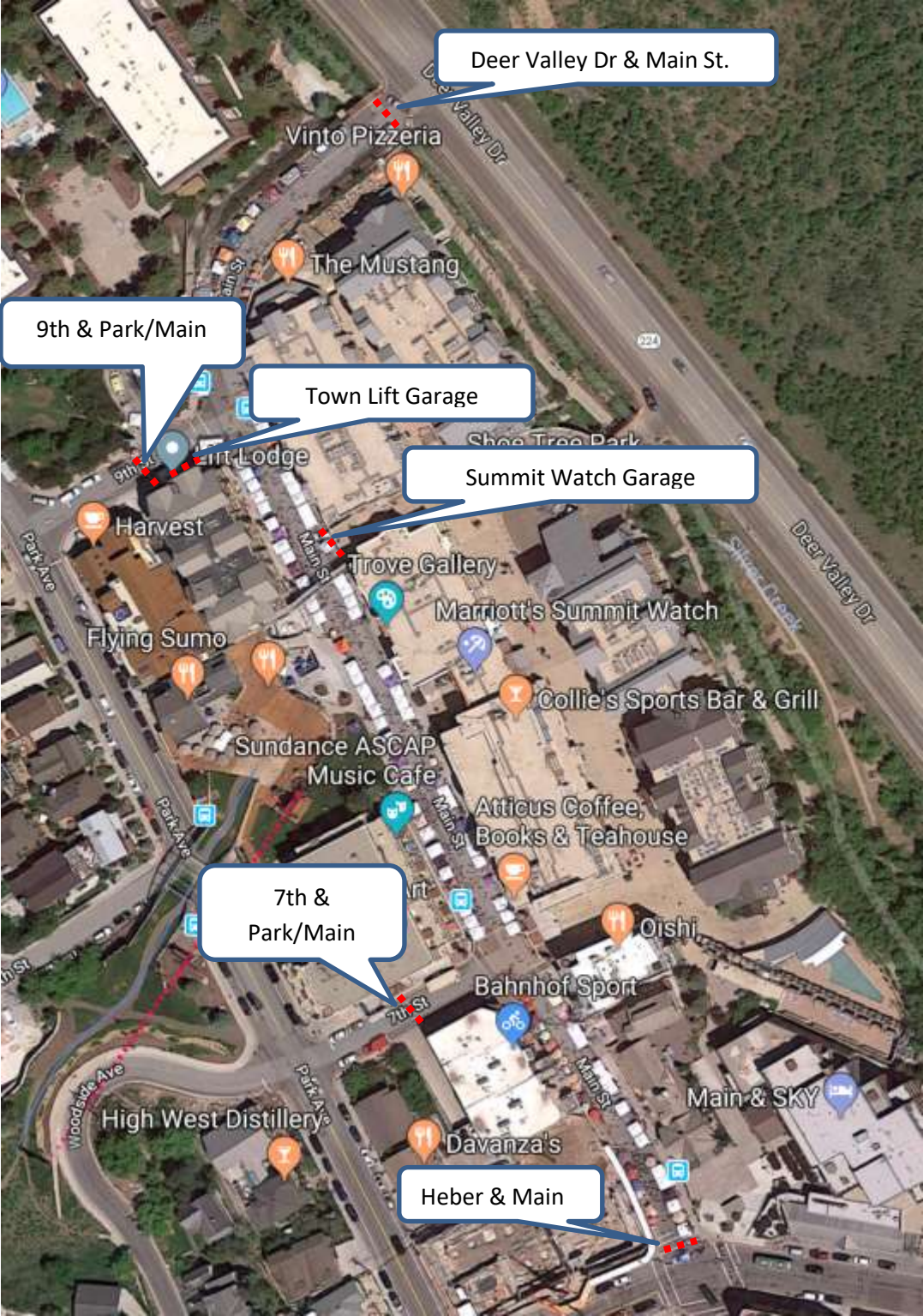
- g. Park Trailer at Mawhinney Parking Lot, Library Lot (spaces closest to entrance away from front entry to building or City Park location by 10:30 a.m. Trailer should not be parked on Park Avenue.

**6. Removal Locations and Timeline - (Timeline *can be adjusted by Special Events Coordinator* Bollards are not to be removed until the market closes.**

- a. Pick Up Trailer from Mawhinney Lot between 4:45 and 5:15 p.m.
- b. **1<sup>st</sup> Location – approx. 5:00 p.m.**
  - i. 7<sup>th</sup> Street - ( 7 Bollards )
- c. **2<sup>nd</sup> Location – approx. 5:10 p.m.**
  - i. 9<sup>th</sup> Street - ( 7 Bollards )
  - ii. Marriott Garage- ( 3 Bollards )
- d. **3<sup>rd</sup> Location – approx. 5:10 p.m.**
  - i. Town Lift Garage- ( 4 Bollards )
- e. **4<sup>th</sup> Location– approx. 5:15 p.m.**
  - i. Heber & Main- ( 7 Bollards )
- f. **5<sup>th</sup> Location– approx. 5:30 p.m.**
  - i. Deer Valley Drive - ( 7 Bollards )
- g. Take trailer back to Park City Police Department by 7:00 p.m. Contact Cameron Thor at 4.640.9666 for access to parking at Public Works.

**7. Emergency Removal of Bollards :**

- a. In the event of an emergency, bollard removal will be under the direction of Public Safety/ Emergency Management



Deer Valley Dr & Main St.

9th & Park/Main

Town Lift Garage

Summit Watch Garage

7th & Park/Main

Heber & Main