

**APPENDIX D**

**Daily Lane Closure Report**

- (a) DB Co shall create a Daily Lane Closure Report for each lane closure on the Project. The purpose is to document the status of all of the various lane closures for all modes of transportation throughout the Project. The Daily Lane Closure Report may be either a hard copy document or an electronic form in a format compatible with City systems.
- (b) The Daily Lane Closure Report shall be a field sheet format. The header of the document shall include but not be limited to headings for the Project Segment and number, date, day of week, location, time of the observations, name of observer, the signature of the observer, and whether the lane closure is a General Traffic Lane Closure, or a BRT Lane Closure.
- (c) Each day (weekdays and weekends, and statutory and civic holidays), DB Co shall carry out site inspections, in person or via electronic surveillance, with a focus on both the temporary and long term lane closures in effect for both general traffic and BRT vehicles throughout the entire Project. The data shall be recorded on the Daily Lane Closure Report, the original of which shall be retained by DB Co until the Project warranty period is complete.
- (d) In instances where lane closures change during the day (or night), DB Co shall carry out site confirmation of the lane closures relevant to the changes at the start and end of each change-over of the lane closures and record the inspection on a Daily Lane Closure Report. The observations shall be taken at a frequency so as to confirm with an accuracy of + - [REDACTED], the actual start and end times for each of the temporary lane closures.
- (e) Each day, DB Co shall review the information recorded on the Daily Lane Closure Reports, and assess the execution of the lane closures, noting instances where the timing of the lane closure implementation/removal is not meeting the expectations of the TTMP and TTMP sub-plans, and identify the remedial action required such that the expectations for lane closures as set out in the TTMP and TTMP sub-plans shall be met.
- (f) DB Co shall take immediate action to effect the requisite remedial measures needed in order to attend to the noted matters. DB Co shall document in the Daily Lane Closure Report the issue, the remedy and the action taken.
- (g) DB Co shall continue to inspect a matter of traffic management concern until the issue is resolved.
- (h) Each day, copies of the current Daily Lane Closure Report shall be forwarded by DB Co to the City, and to the Lead Traffic and Mobility.

- (i) DB Co shall produce a Monthly Summary of the Daily Lane Closure Reports, noting the number of issues identified, the location and nature of the issues, the remedies for the issues, the actions taken and the results achieved. Trends in issues shall be identified, remedies for the trends ascertained, and remedial action implemented. All of this information shall be documented in the Monthly Summary of the Daily Lane Closure Reports, and a copy of the summary shall be brought to the weekly Traffic Management Committee meeting for review and discussion, with copy to the City and the Lead Traffic and Mobility.
- (j) The Daily Lane Closure Reports shall include, but not be limited to, observations taken during personal site visits and/or via electronic/camera surveillance, carried out by a DB Co designated Traffic Control Supervisor, with respect to each of the following topics of lane closure information as relates to and in accordance with the current accepted TTMP and current accepted TTMP sub-plans.
- Lane closure required (Yes/no);
  - Planned lane closure (yes/no);
  - Scheduled lane closure time (Military Time – 24 hr clock);
  - Scheduled lane opening time (Military Time);
  - Actual lane closure time (Military Time);
  - Actual lane opening time (Military Time);
  - Period of the day (peak, off-peak, night, weekend, holiday);
  - Lane description:
    - A. Street name;
    - B. Direction of traffic flow
    - C. Name of upstream cross street
    - D. Name of downstream cross street;
    - E. Number of lanes closed;
    - F. No of blocks lane(s) is closed; and
    - G. Lanes closed – Right turn, Through and right turn, Right through, Left through, through and left turn, left turn
  - Comments/other observations;
  - Equivalent lane closure hours for current observation;
  - Location Map to scale showing relevant lane configuration with closed lane(s) shown as hatched area;
  - Checked by (print name then signature); and
  - Signed off by (print name then signature).