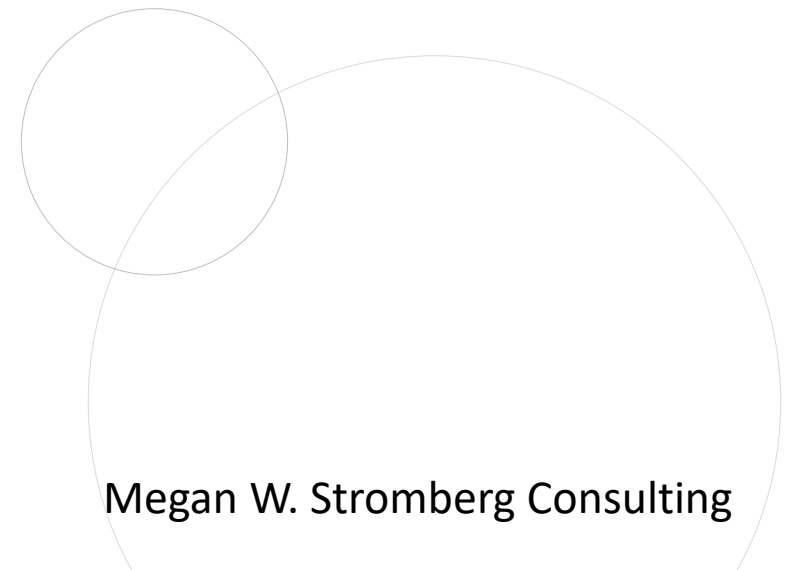


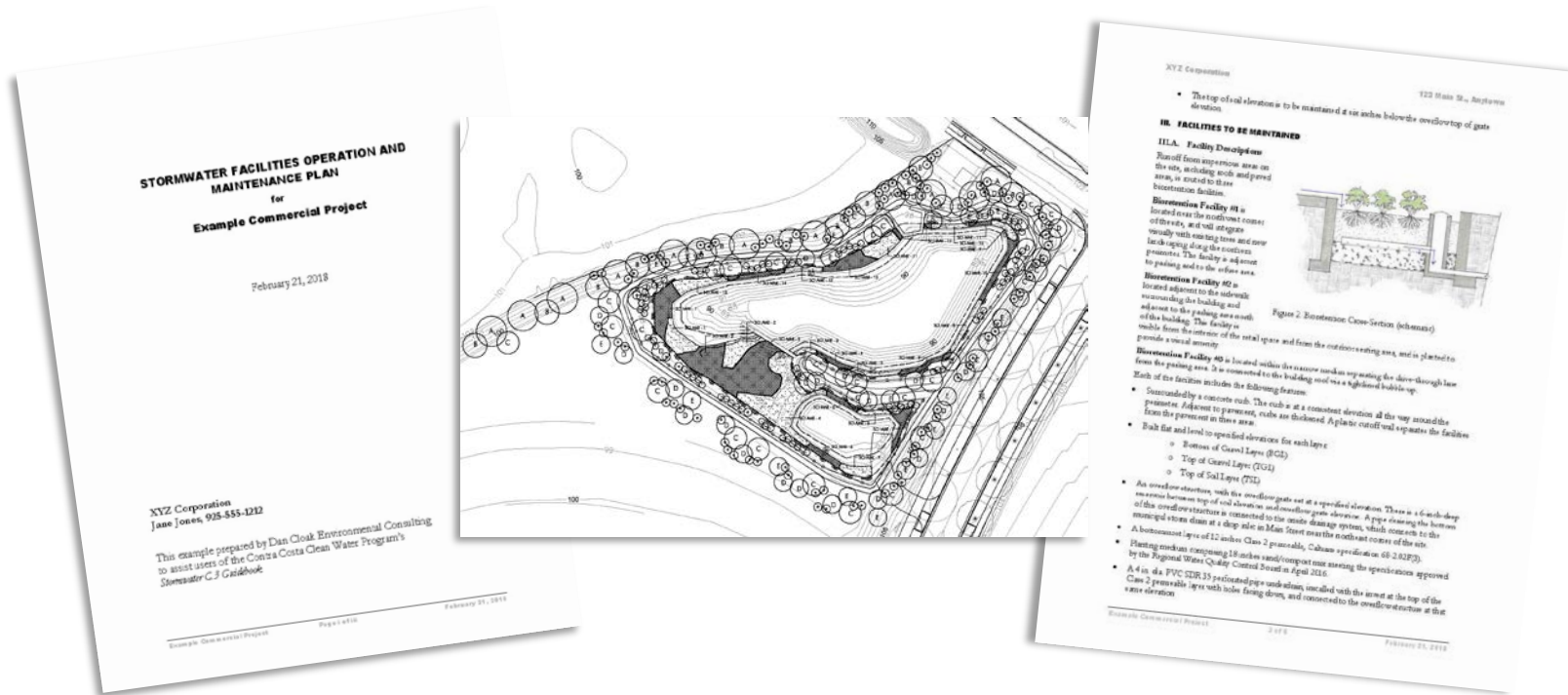


PREPARATION FOR MAINTENANCE

GET READY BEFORE YOU GO



Megan W. Stromberg Consulting



BACKGROUND INFO



Operations and Maintenance Plan

As-built or design report (locations of inlets/outlets, plantings, irrigation system, etc.)

Sections out of date and updates needed

Contact info for site personnel

Past Inspection and Maintenance Reports



EQUIPMENT

- Boots, reflective vest
- Cut resistant gloves
- Eye & Hearing protection
- Hard hat for cutting overhead branches
- Use a grabber for trash whenever possible
- Shovel for sediment
- Pruning tools, rakes

Hard hat



Wear a hard hat when cutting branches overhead.

Rake



Use a rake to gather leaves, trash, etc. from the facility.

First aid kit



A first aid kit should be available to workers in case they are injured on the job.

Grabber



Use a grabber rather than hands to pick up trash whenever possible.

Cut resistant gloves



Safety vest



HAZARDS

Trash - needles, animal carcasses, feces

Spill Kit on Hand (Gloves, kitty litter, absorbant pad, bag/bucket)

Spill Hotline: 925-335-3232

Animals/Wildlife – call animal or vector control



(c) Kathy Keatley Garvey



PREVENT SPILLS



When re-fueling equipment in the field:

- Do not fuel the tank while engine is hot or running
- Conduct fueling operations over drip pans or other hard surfaces
- Keep away from storm drain inlets, the stormwater system, and waterways.
- Do not “top off” fuel tanks.
- Keep clean absorbent materials on hand for minor spills.
- Make sure portable fuel tanks are leak free and are secured during transit.



INSPECTIONS & MAINTENANCE

- Consult your local jurisdiction for frequency
- Once a year as minimum
- Schedule inspection within 48 hours after 1/2" rain if possible
- Document inspections (O&M form), take photos

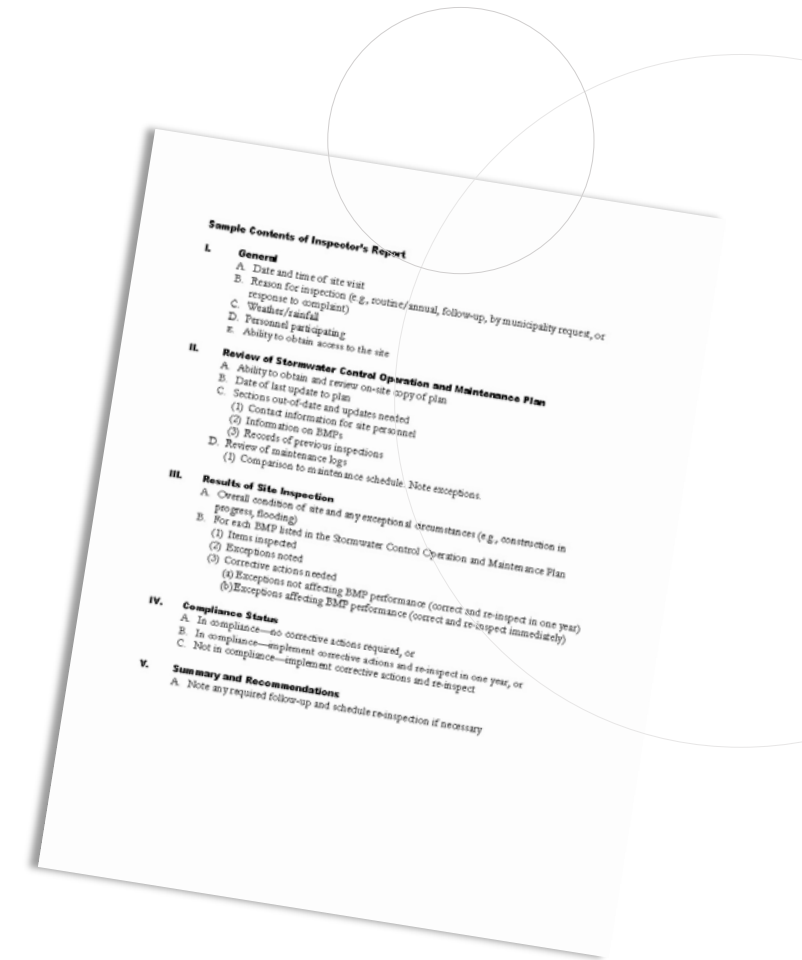


INSPECTION CHECKLIST

Yes or No?

- Is there sediment accumulation?
- Are trash, excessive leaves, grass clippings, or other debris present?
- Is anything blocking or clogging inlets or outlets?
- Are there areas of bare soil or erosion?
- Is there standing water 48 or more hours after rainfall?
- Are weeds or invasive plants present?
- Corrective actions needed?

✓ **Template Inspector's Report:**
<https://www.ccleanwater.org/construction-business/development/stormwater-c-3-guidebook>





INSPECTION AND MAINTENANCE LOG

Facility Name	
Address	
Begin Date	End Date

Date	BMP ID#	BMP Description	Inspected by:	Cause for Inspection	Exceptions Noted	Comments and Actions Taken

Instructions: Record all inspections and maintenance for all treatment BMPs on this form. Use additional log sheets and/or attach extended comments or documentation as necessary.

- o BMP ID# — Always use ID# from the Operation and Maintenance Plan.
- o Inspected by — Note all inspections and maintenance on this form.
- o Cause for inspection — Note if the inspection is routine, pre-rainy-season, post-storm, annual, or in response to a noted problem or complaint.
- o Exceptions noted — Note any condition that requires correction or indicates a need for maintenance.
- o Comments and actions taken — Describe any maintenance done and need for follow-up.



MAINTENANCE CALENDAR

Activity	How Often?	When?	Spring	Summer	Fall	Winter
General Inspection	2/year min, after every major storm	Any season	X	X	X	X
Remove trash	Daily (weekly)	All Year	X	X	X	X
Fix erosion problems (mulch or soil)	after every major storm	Wet Season	X		X	X
Remove sediment from bottom of facility	As needed when reaches 2-3"	Dry Season	X	X		
Remove sediment from inlets	As needed after every major storm	Any time of year	X	X	X	X



MAINTENANCE CALENDAR

Activity	How Often?	When?	Spring	Summer	Fall	Winter
Check for clogging	After every major storm	Wet Season	X		X	X
Rake & Replenish Mulch	As needed after every major storm	Any season	X	X	X	X
Clear Outlets	As needed after every major storm	Any season	X	X	X	X
Remove weeds	As needed: if impeding function	Spring-Fall	X	X	X	
Plant Replacement	As needed, inspect 1/year	Spring or Fall	X		X	



MAINTENANCE CALENDAR

Activity	How Often?	When?	Spring	Summer	Fall	Winter
Pruning trees and Shrubs	As needed, inspect 1/year	November – January				X
Grass pruning	As needed, inspect 1/year	Fall - early Spring (not during hot weather)	X		X	X
Irrigation schedule	Quarterly	All Year	X	X	X	X
Inspect irrigation for leaks/breaks	1/year min	Spring	X			
Inspect & maintain structures	1/year	Fall, before rain			X	