

**Stormwater Pond/Wetland Operation, Maintenance and Management Inspection Checklist**

Project \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Site Status: \_\_\_\_\_  
  
 Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
  
 Inspector: \_\_\_\_\_

Maintenance Item	Satisfactory/ Unsatisfactory	Comments
<b>1. Embankment and emergency spillway (Annual, After Major Storms)</b>		
1. Vegetation and ground cover adequate		
2. Embankment erosion		
3. Animal burrows		
4. Unauthorized planting		
5. Cracking, bulging, or sliding of dam		
a. Upstream face		
b. Downstream face		
c. At or beyond toe		
downstream		
upstream		
d. Emergency spillway		
6. Pond, toe & chimney drains clear and functioning		
7. Seeps/leaks on downstream face		
8. Slope protection or riprap failure		
9. Vertical/horizontal alignment of top of dam "As-Built"		

Maintenance Item	Satisfactory/ Unsatisfactory	Comments
10. Emergency spillway clear of obstructions and debris		
11. Other (specify)		
<b>2. Riser and principal spillway (Annual)</b>		
Type: Reinforced concrete _____ Corrugated pipe _____ Masonry _____		
1. Low flow orifice obstructed		
2. Low flow trash rack. a. Debris removal necessary		
b. Corrosion control		
3. Weir trash rack maintenance a. Debris removal necessary		
b. corrosion control		
4. Excessive sediment accumulation insider riser		
5. Concrete/masonry condition riser and barrels a. cracks or displacement		
b. Minor spalling (<1" )		
c. Major spalling (rebars exposed)		
d. Joint failures		
e. Water tightness		
6. Metal pipe condition		
7. Control valve a. Operational/exercised		
b. Chained and locked		
8. Pond drain valve a. Operational/exercised		
b. Chained and locked		
9. Outfall channels functioning		
10. Other (specify)		

Maintenance Item	Satisfactory/ Unsatisfactory	Comments
<b>3. Permanent Pool (Wet Ponds) (monthly)</b>		
1. Undesirable vegetative growth		
2. Floating or floatable debris removal required		
3. Visible pollution		
4. Shoreline problem		
5. Other (specify)		
<b>4. Sediment Forebays</b>		
1. Sedimentation noted		
2. Sediment cleanout when depth < 50% design depth		
<b>5. Dry Pond Areas</b>		
1. Vegetation adequate		
2. Undesirable vegetative growth		
3. Undesirable woody vegetation		
4. Low flow channels clear of obstructions		
5. Standing water or wet spots		
6. Sediment and / or trash accumulation		
7. Other (specify)		
<b>6. Condition of Outfalls (Annual , After Major Storms)</b>		
1. Riprap failures		
2. Slope erosion		
3. Storm drain pipes		
4. Endwalls / Headwalls		
5. Other (specify)		
<b>7. Other (Monthly)</b>		
1. Encroachment on pond, wetland or easement area		

Maintenance Item	Satisfactory/ Unsatisfactory	Comments
2. Complaints from residents		
3. Aesthetics a. Grass growing required		
b. Graffiti removal needed		
c. Other (specify)		
4. Conditions of maintenance access routes.		
5. Signs of hydrocarbon build-up		
6. Any public hazards (specify)		
<b>8. Wetland Vegetation (Annual)</b>		
1. Vegetation healthy and growing Wetland maintaining 50% surface area coverage of wetland plants after the second growing season. (If unsatisfactory, reinforcement plantings needed)		
2. Dominant wetland plants: Survival of desired wetland plant species Distribution according to landscaping plan?		
3. Evidence of invasive species		
4. Maintenance of adequate water depths for desired wetland plant species		
5. Harvesting of emergent plantings needed		
6. Have sediment accumulations reduced pool volume significantly or are plants "choked" with sediment		
7. Eutrophication level of the wetland.		
8. Other (specify)		

**Comments:**

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**Actions to be Taken:**

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## Infiltration Trench Operation, Maintenance, and Management Inspection Checklist

Project:  
 Location:  
 Site Status:

Date:

Time:

Inspector:

MAINTENANCE ITEM	SATISFACTORY / UNSATISFACTORY	COMMENTS
<b>1. Debris Cleanout (Monthly)</b>		
Trench surface clear of debris		
Inflow pipes clear of debris		
Overflow spillway clear of debris		
Inlet area clear of debris		
<b>2. Sediment Traps or Forebays (Annual)</b>		
Obviously trapping sediment		
Greater than 50% of storage volume remaining		
<b>3. Dewatering (Monthly)</b>		
Trench dewateres between storms		
<b>4. Sediment Cleanout of Trench (Annual)</b>		
No evidence of sedimentation in trench		
Sediment accumulation doesn't yet require cleanout		
<b>5. Inlets (Annual)</b>		

MAINTENANCE ITEM	SATISFACTORY / UNSATISFACTORY	COMMENTS
Good condition		
No evidence of erosion		
<b>6. Outlet/Overflow Spillway (Annual)</b>		
Good condition, no need for repair		
No evidence of erosion		
<b>7. Aggregate Repairs (Annual)</b>		
Surface of aggregate clean		
Top layer of stone does not need replacement		
Trench does not need rehabilitation		

**Comments:**

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**Actions to be Taken:**

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## Sand/Organic Filter Operation, Maintenance and Management Inspection Checklist

Project:  
Location:  
Site Status:

Date:

Time:

Inspector:

MAINTENANCE ITEM	SATISFACTORY / UNSATISFACTORY	COMMENTS
<b>1. Debris Cleanout (Monthly)</b>		
Contributing areas clean of debris		
Filtration facility clean of debris		
Inlet and outlets clear of debris		
<b>2. Oil and Grease (Monthly)</b>		
No evidence of filter surface clogging		
Activities in drainage area minimize oil and grease entry		
<b>3. Vegetation (Monthly)</b>		
Contributing drainage area stabilized		
No evidence of erosion		
Area mowed and clipping removed		
<b>4. Water Retention Where Required (Monthly)</b>		
Water holding chambers at normal pool		
No evidence of leakage		
<b>5. Sediment Deposition (Annual)</b>		

MAINTENANCE ITEM	SATISFACTORY / UNSATISFACTORY	COMMENTS
Filter chamber free of sediments		
Sedimentation chamber not more than half full of sediments		
<b>6. Structural Components (Annual)</b>		
No evidence of structural deterioration		
Any grates are in good condition		
No evidence of spalling or cracking of structural parts		
<b>7. Outlet/Overflow Spillway (Annual)</b>		
Good condition, no need for repairs		
No evidence of erosion (if draining into a natural channel)		
<b>8. Overall Function of Facility (Annual)</b>		
Evidence of flow bypassing facility		
No noticeable odors outside of facility		

**Comments:**

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**Actions to be Taken:**

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## Bioretention Operation, Maintenance and Management Inspection Checklist

Project:  
 Location:  
 Site Status:

Date:

Time:

Inspector:

MAINTENANCE ITEM	SATISFACTORY / UNSATISFACTORY	COMMENTS
<b>1. Debris Cleanout (Monthly)</b>		
Bioretention and contributing areas clean of debris		
No dumping of yard wastes into practice		
Litter (branches, etc.) have been removed		
<b>2. Vegetation (Monthly)</b>		
Plant height not less than design water depth		
Fertilized per specifications		
Plant composition according to approved plans		
No placement of inappropriate plants		
Grass height not greater than 6 inches		
No evidence of erosion		
<b>3. Check Dams/Energy Dissipaters/Sumps (Annual, After Major Storms)</b>		
No evidence of sediment buildup		

MAINTENANCE ITEM	SATISFACTORY / UNSATISFACTORY	COMMENTS
Sumps should not be more than 50% full of sediment		
No evidence of erosion at downstream toe of drop structure		
<b>4. Dewatering (Monthly)</b>		
Dewaters between storms		
No evidence of standing water		
<b>5. Sediment Deposition (Annual)</b>		
Swale clean of sediments		
Sediments should not be > 20% of swale design depth		
<b>6. Outlet/Overflow Spillway (Annual, After Major Storms)</b>		
Good condition, no need for repair		
No evidence of erosion		
No evidence of any blockages		
<b>7. Integrity of Filter Bed (Annual)</b>		
Filter bed has not been blocked or filled inappropriately		

**Comments:**

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**Actions to be Taken:**

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## Open Channel Operation, Maintenance, and Management Inspection Checklist

Project:  
 Location:  
 Site Status:

Date:

Time:

Inspector:

MAINTENANCE ITEM	SATISFACTORY/ UNSATISFACTORY	COMMENTS
<b>1. Debris Cleanout (Monthly)</b>		
Contributing areas clean of debris		
<b>2. Check Dams or Energy Dissipators (Annual, After Major Storms)</b>		
No evidence of flow going around structures		
No evidence of erosion at downstream toe		
Soil permeability		
Groundwater / bedrock		
<b>3. Vegetation (Monthly)</b>		
Mowing done when needed		
Minimum mowing depth not exceeded		
No evidence of erosion		
Fertilized per specification		
<b>4. Dewatering (Monthly)</b>		
Dewaterers between storms		

MAINTENANCE ITEM	SATISFACTORY/ UNSATISFACTORY	COMMENTS
<b>5. Sediment deposition (Annual)</b>		
Clean of sediment		
<b>6. Outlet/Overflow Spillway (Annual)</b>		
Good condition, no need for repairs		
No evidence of erosion		

**Comments:**

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**Actions to be Taken:**

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