**2023 Stormwater Facility Maintenance Form**

**Date:**  **Address:** 

**Site Occupant:**  **Site Phone No.:** 

**Contact:**  **Phone No.:** 

**Email:** 

**Mailing Address:**  Same as Site Address

Street/P.O. Box:  City:  Zip Code: 

**Contractor(s) Information:** ***Note:*** *you may need more than one contractor, depending on services needed on your site.*

Name:  Phone No.: 

Email: 

Street/P.O. Box:  City:  Zip Code:

Name:  Phone No.: 

Email: 

Street/P.O. Box:  City:  Zip Code:

**Complete this form by September 31st** (remember to include checklists, invoices, and any photos) and return to:

City of Medina, Public Works

Attn: Rob Kilmer

Email: [rkilmer@medina-wa.gov](mailto:rkilmer@medina-wa.gov)

(425) 233-6413

**2023 Stormwater Facility Maintenance Table**

***Fill out sections applicable to your system***

|  |  |  |  |
| --- | --- | --- | --- |
| **Catch Basins, Manholes and Control Structures** | **Inspection Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| **Number Inspected:** \_\_\_\_\_\_\_\_\_\_ **Control structures:** \_\_\_\_\_\_\_\_ **Control structure type(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Okay** | **Needs Work** | **Date Maintenance Completed** |
| Access to structure |  |  |  |
| Structure sound |  |  |  |
| Standing water below pipe level after a 24-48 hour dry period |  |  |  |
| Clear of contamination, pollution or debris |  |  |  |
| Inlets/outlets free of obstructions |  |  |  |
| Clear of sediment (not to exceed 1/3 of the sump depth) |  |  |  |
| **Control Structure only:** |  |  |  |
| Overflow clear of obstruction |  |  |  |
| Orifice/Gate functioning |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |
| **Comments:** (briefly describe issues and how addressed) | | | |
| **Underground Vaults, Tanks and Galleries** | **Inspection Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| **Number Inspected:** \_\_\_\_\_\_\_\_\_\_ **Type(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Okay** | **Needs Work** | **Date Maintenance Completed** |
| Access to cleanouts/ structure |  |  |  |
| Structure sound |  |  |  |
| Clear of contamination, pollution or debris |  |  |  |
| Inlets/outlets free of obstructions |  |  |  |
| Ventilation clear of blockage |  |  |  |
| Baffle structure sound |  |  |  |
| **Detention only:** |  |  |  |
| Less than 4 inches of sediment |  |  |  |
| Standing water below pipe level after a 24-48 hour dry period |  |  |  |
| **Infiltration Only:** |  |  |  |
| No sediment/perforations clear |  |  |  |
| Drains after 24-48 hour dry period |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |
| **Comments:** (briefly describe issues and how addressed) | | | |

**2023 Stormwater Facility Maintenance Table**

***Fill out sections applicable to your system***

|  |  |  |  |
| --- | --- | --- | --- |
| **Ponds** | **Inspection Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| **Number Inspected:** \_\_\_\_\_\_\_\_\_\_ **Type(s):** \_\_\_\_\_\_\_\_ | **Okay** | **Needs Work** | **Date Maintenance Completed** |
| Maintain overgrown vegetation, removing noxious and invasive plants |  |  |  |
| Free of trees growing in bottom and slopes of pond |  |  |  |
| Inlet/outlet pipes clear of excess sediment/vegetation/trash |  |  |  |
| Sediment level less than 10% of design depth |  |  |  |
| Energy dissipaters free of erosion & sediment |  |  |  |
| Clear of trash/yard waste |  |  |  |
| Access/signage/fence/security |  |  |  |
| Debris barriers secure, free of obstructions |  |  |  |
| Free of animal/insect damage |  |  |  |
| **Wet Pond only:** |  |  |  |
| No exposed liners, holes or bubbles |  |  |  |
| Less than 25% cattails |  |  |  |
| **Infiltration or Dry Pond only:** |  |  |  |
| Drains in a 24-48 hour dry period |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |
| **Comments:** (briefly describe issues and how addressed) | | | |
| **Swales, Ditches, Conveyance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Inspection Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| **Number Inspected:** \_\_\_\_\_\_\_\_\_\_ | **Okay** | **Needs Work** | **Date Maintenance Completed** |
| Inlet/outlet pipes clear of excess sediment/vegetation/trash |  |  |  |
| Maintained vegetation, removed noxious and invasive plants |  |  |  |
| Energy dissipation free of erosion, sediment buildup less than 10% |  |  |  |
| No ponding during dry periods |  |  |  |
| Dispersion free flowing, dispersing correctly |  |  |  |
| Free flowing, dispersing correctly |  |  |  |
| Debris barriers secure, structurally sound, free of debris/obstruction |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |
| **Comments:** (briefly describe issues and how addressed) | | | |

**2023 Stormwater Facility Maintenance Table**

***Fill out sections applicable to your system***

|  |  |  |  |
| --- | --- | --- | --- |
| **Bioretention** | **Inspection Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| **Number Inspected:** \_\_\_\_\_\_\_\_\_\_ **Type(s):** \_\_\_\_\_\_\_\_ | **Okay** | **Needs Work** | **Date Maintenance Completed** |
| Access to underdrain (if applicable) |  |  |  |
| Free of animal/insect damage |  |  |  |
| No ponding during dry periods |  |  |  |
| Health of plants/irrigation |  |  |  |
| Energy dissipation – no sediment buildup, erosion or scouring |  |  |  |
| Free of weeds, invasives and noxious plants |  |  |  |
| Inlets/outlets clear of blockage/vegetation/trash |  |  |  |
| Media functioning, not compacted/maintain mulch cover |  |  |  |
| Flow control/check dams/weirs functioning (if applicable) |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |
| **Comments:** (briefly describe issues and how addressed) | | | |
| **Treatment Vaults** | **Inspection Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| **Number Inspected:** \_\_\_\_\_\_\_\_\_\_ **Type:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Okay** | **Needs Work** | **Date Maintenance Completed** |
| Baffle structure sound |  |  |  |
| Inlets & outlets clear of trash and debris |  |  |  |
| Sediment in vaults must be les than 4 inches |  |  |  |
| High sediment water line in vault at or above filter height |  |  |  |
| Standing water in vaults should drain in a 24-48 hour dry period |  |  |  |
| Access to structure |  |  |  |
| Structure sound |  |  |  |
| **Filters only:** |  |  |  |
| Sediment on filters must be less than ¼ inch |  |  |  |
| Filter media clean |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |
| **Comments:** (briefly describe issues and how addressed) | | | |

**2023 Stormwater Facility Maintenance Table**

***Fill out sections applicable to your system***

|  |  |  |  |
| --- | --- | --- | --- |
| **Other:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Inspection Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| **Number Inspected:** \_\_\_\_\_\_\_\_\_\_ **Type(s):** \_\_\_\_\_\_\_\_ | **Okay** | **Needs Work** | **Date Maintenance Completed** |
| Other: |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |
| **Comments:** (briefly describe issues and how addressed) | | | |
| **Other:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Inspection Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| **Number Inspected:** \_\_\_\_\_\_\_\_\_\_ **Type(s):** \_\_\_\_\_\_\_\_ | **Okay** | **Needs Work** | **Date Maintenance Completed** |
| Other: |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |
| **Comments:** (briefly describe issues and how addressed) | | | |
| **Other:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Inspection Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| **Number Inspected:** \_\_\_\_\_\_\_\_\_\_ **Type(s):** \_\_\_\_\_\_\_\_ | **Okay** | **Needs Work** | **Date Maintenance Completed** |
| Other: |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |
| **Comments:** (briefly describe issues and how addressed) | | | |