

Maintenance Agreement Checklists

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#1 – Maintenance Checklist for Detention Ponds (BMP D.01):

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
General	Trash and Debris	Any trash and debris, including yard wastes such as grass clipping and tree branches, which exceed five cubic feet per 1,000 square feet. If less than threshold, all trash and debris will be removed as part of next scheduled maintenance.	Trash and debris cleared from site.		
General	Poisonous Vegetation and Noxious Weeds	Any poisonous or nuisance vegetation which may constitute a hazard to maintenance personnel or the public. Any evidence of noxious weeds as defined in the Thurston County Noxious Weeds List . (Apply requirements of adopted integrated pest management policies for the use of herbicides.)	No danger of poisonous vegetation where maintenance personnel or the public might normally be. Noxious and nuisance vegetation removed according to applicable regulations. <i>(Coordinate with Thurston County.) Complete eradication of noxious weeds may not be possible. Compliance with state or local eradication policies required.</i>		
General	Contaminants and Pollution	Any evidence of contaminants such as oil, gasoline, concrete slurries, or paint.	No contaminants or pollutants present. <i>(Coordinate source control, removal, and/or cleanup with Thurston County Water Resources 360-754-4681 and/or Dept. of Ecology Spill Response 800-424-8802.)</i>		
General	Rodent Holes	If the facility is constructed with a dam or berm, look for rodent holes or any evidence of water piping through the dam or berm.	Rodents removed and dam or berm repaired. <i>(Coordinate with Thurston County; coordinate with Ecology Dam Safety Office if pond exceeds 10 acre-feet.)</i>		
General	Beaver Dams	Beaver dam results in an adverse change in the functioning of the facility.	Facility is returned to design function. <i>(Contact WDFW Region 6 to identify the appropriate Nuisance Wildlife Control Operator.)</i>		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
General	Insects	When insects such as wasps and hornets interfere with maintenance activities.	Insects destroyed or removed from site. <i>Apply insecticides in compliance with adopted integrated pest management policies.</i>		
General	Tree Growth and Dense Vegetation	Trees growing on pond bottom or side slopes. Tree growth and dense vegetation impedes inspection, maintenance access or interferes with maintenance activity (i.e., slope mowing, silt removal, vactoring, or equipment movements).	Trees removed from facility bottom, side slopes, and maintenance access areas. Species removed that are not part of the planting plan.		
General	Hazard Trees	If dead, diseased, or dying trees are identified (Use a certified Arborist to determine health of tree or removal requirements).	Hazard trees removed.		
General	Performance	Check crest gauge against design expectations (see Maintenance and Source Control Manual).	Reading recorded. County notified if not meeting design performance.		
Crest Gauge	Crest Gauge Missing/ Broken	Crest gauge is not functioning properly, has been vandalized, or is missing.	Repair/replace.		
Side Slopes of Pond	Erosion	Erosion damage over 2 inches deep where cause of damage is still present or where there is potential for continued erosion.	Slopes stabilized using appropriate erosion control measure(s); e.g., rock reinforcement, planting of grass, compaction.		
Side Slopes of Pond	Erosion	Any erosion observed on a compacted berm embankment.	Slopes stabilized using appropriate erosion control measure(s); e.g., rock reinforcement, planting of grass, compaction. <i>If erosion is occurring on compacted berms, a professional engineer should be consulted to resolve source of erosion.</i>		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Storage Area	Sediment	Accumulated sediment that exceeds 10 percent of the designed pond depth unless otherwise specified or affects facility inlets or outlets.	Sediment cleaned out to designed pond shape and depth; pond reseeded if necessary to control erosion. <i>(If sediment contamination is a potential problem, sediment should be tested regularly to determine leaching potential prior to disposal.)</i>		
Storage Area	Liner (If Applicable)	Liner is visible and has more than three one-fourth inch holes in it.	Liner repaired or replaced. Liner is fully covered.		
Pond Berms (Dikes)	Settlements	Any part of berm which has settled 4 inches lower than the design elevation.	Dike is built back to the design elevation. <i>If settlement is significant, a professional engineer should be consulted to determine the cause of the settlement.</i>		
Pond Berms Over 4 ft in height (Dikes)	Tree Growth	Tree growth on berms over 4 feet in height may lead to piping through the berm which could lead to failure of the berm.	Trees on berms removed. <i>If root system is small (base less than 4 inches) the root system may be left in place. Otherwise the roots should be removed and the berm restored. A professional engineer should be consulted for proper berm/spillway restoration.</i>		
Pond Berms (Dikes)	Piping	Discernable water flow through pond berm. Ongoing erosion with potential for erosion to continue.	Piping eliminated. Erosion potential eliminated. <i>Recommend a geotechnical engineer be called in to inspect and evaluate condition and recommend repair of condition.</i>		
Emergency Overflow/ Spillway	Tree Growth	Tree growth on emergency spillways creates blockage problems and may cause failure of the berm due to uncontrolled overtopping.	Trees on emergency spillway removed. <i>If root system is small (base less than 4 inches) the root system may be left in place. Otherwise the roots should be removed and the berm restored. A professional engineer should be consulted for proper berm/spillway restoration.</i>		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Emergency Overflow/ Spillway	Rock Missing	Only one layer of rock exists above native soil in area five square feet or larger, or any exposure of native soil at the top of outflow path of spillway.	Rocks and pad depth restored to design standards. (Riprap on inside slopes need not be replaced.)		
Emergency Overflow/ Spillway	Erosion	Erosion damage over 2 inches deep where cause of damage is still present or where there is potential for continued erosion. Any erosion observed on a compacted berm embankment.	Slopes stabilized using appropriate erosion control measure(s); e.g., rock reinforcement, planting of grass, compaction. <i>If erosion is occurring on compacted berms a professional engineer should be consulted to resolve source of erosion.</i>		

If you are unsure whether a problem exists, please contact Thurston County for technical assistance.

#2 – Maintenance Checklist for Infiltration Basins (BMP IN.01) and Trenches (BMP IN.02):

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
General	Trash and Debris	Any trash and debris, including yard wastes such as grass clippings and tree branches, which exceed five cubic feet per 1,000 square feet. If less than threshold, all trash and debris will be removed as part of next scheduled maintenance.	Trash and debris cleared from site.		
General	Poisonous Vegetation and Noxious Weeds	Any poisonous or nuisance vegetation which may constitute a hazard to maintenance personnel or the public. Any evidence of noxious weeds as defined in the Thurston County Noxious Weeds List . (Apply requirements of adopted integrated pest management policies for the use of herbicides.)	No danger of poisonous vegetation where maintenance personnel or the public might normally be. <i>(Coordinate with Thurston County Public Works)</i> Complete eradication of noxious weeds may not be possible. Compliance with state or local eradication policies required.		
General	Contaminants and Pollution	Any evidence of oil, gasoline, contaminants, or other pollutants.	No contaminants or pollutants present. <i>(Coordinate removal/cleanup with Thurston County Water Resources 360-754-4681 and/or Dept. of Ecology Spill Response 800-424-8802.)</i>		
General	Rodent Holes	If the facility is constructed with a dam or berm, look for rodent holes or any evidence of water piping through the dam or berm.	Rodents removed and dam or berm repaired. <i>(Coordinate with Thurston County; coordinate with Ecology Dam Safety Office if pond exceeds 10 acre-feet.)</i>		
General	Beaver Dams	Beaver dam results in an adverse change in the functioning of the facility.	Facility returned to design function. <i>(Contact WDFW Region 6 to identify the appropriate Nuisance Wildlife Control Operator)</i>		
General	Insects	When insects such as wasps and hornets interfere with maintenance activities.	Insects destroyed or removed from site. <i>Apply insecticides in compliance with adopted integrated pest management policies.</i>		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
General	Performance	Check crest gauge against design expectations (see Maintenance and Source Control Manual).	Crest gauge results reflect design performance expectations. Reading recorded. County notified if not meeting design performance.		
Crest Gauge	Crest Gauge Missing/ Broken	Crest gauge is not functioning properly, has been vandalized, or is missing.	Crest gauge present and functioning. Repair/replace crest gauge if missing or broken.		
Storage Area	Water Not Infiltrating	Water ponding in infiltration basin after rainfall ceases and appropriate time allowed for infiltration. Treatment basins should infiltrate Water Quality Design Storm Volume within 48 hours, and empty within 24 hours after cessation of most rain events. (A percolation test pit or test of facility indicates facility is only working at 90 percent of its designed capabilities. If 2 inches or more sediment is present, remove).	Facility infiltrates as designed. Sediment is removed and/or facility is cleaned so that infiltration system works according to design.		
Filter Bags (if applicable)	Filled with Sediment and Debris	Sediment and debris fill bag more than one-half full.	Filter bag less than one-half full. Filter bag is replaced or system is redesigned.		
Rock Filters	Sediment and Debris	By visual inspection, little or no water flows through filter during heavy rain storms.	Water flows through filter. Replace gravel in rock filter if needed.		
Trenches	Observation Well (Use Surface of Trench if Well is Not Present)	Water ponds at surface during storm events. Less than 90 percent of design infiltration rate.	Remove and replace/clean rock and geomembrane.		
Ponds	Vegetation	When grass becomes excessively tall. When nuisance weeds and other vegetation starts to take over.	Vegetation mowed or nuisance vegetation removed so that flow is not impeded. Grass or groundcover mowed to a height of 3 to 4 inches. Removed clippings.		
Ponds	Vegetation	Bare spots.	No bare spots. Revegetate and stabilize immediately.		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Side Slopes of Pond	Erosion	Erosion damage over 2 inches deep where cause of damage is still present or where there is potential for continued erosion.	Slopes stabilized using appropriate erosion control measure(s); e.g., rock reinforcement, planting of grass, compaction. <i>If erosion is occurring on compacted slope, a professional engineer should be consulted to resolve source of erosion.</i>		
Pond Berms (Dikes)	Settlements	Any part of berm which has settled 4 inches lower than the design elevation. If settlement is apparent, measure berm to determine amount of settlement. Settling can be an indication of more severe problems with the berm or outlet works.	Dike is built back to the design elevation. <i>If settlement is significant, a professional engineer should be consulted to determine the cause of the settlement.</i>		
Pond Berms (Dikes)	Piping	Discernable water flow through pond berm. Ongoing erosion with potential for erosion to continue.	No water flow through pond berm. Piping eliminated. Erosion potential eliminated. <i>Recommend a geotechnical engineer be called in to inspect and evaluate condition and recommend repair of condition.</i>		
General	Hazard Trees	If dead, diseased, or dying trees are identified.	Hazard trees removed. <i>(Use a certified Arborist to determine health of tree or removal requirements).</i>		
General	Tree Growth and Dense Vegetation	Trees growing on pond bottom or side slopes. Tree growth and dense vegetation which impedes inspection, maintenance access or interferes with maintenance activity (i.e., slope mowing, silt removal, vactoring, or equipment movements).	Trees removed from facility bottom, side slopes, and maintenance access areas. Species removed that are not part of recorded planting plan. Harvested trees should be recycled into mulch or other beneficial uses (e.g., alders for firewood).		
Pond Berms (Dikes)	Tree Growth	Tree growth on berms over 4 feet in height may lead to piping through the berm which could lead to failure of the berm.	Trees on berms removed. <i>If root system is small (base less than 4 inches) the root system may be left in place. Otherwise the roots should be removed and the berm restored. A professional engineer should be consulted for proper berm/spillway restoration.</i>		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Emergency Overflow/ Spillway	Tree Growth	Tree growth on emergency spillways creates blockage problems and may cause failure of the berm due to uncontrolled overtopping.	Trees on emergency spillways removed. <i>If root system is small (base less than 4 inches) the root system may be left in place. Otherwise the roots should be removed and the berm restored. A professional engineer should be consulted for proper berm/spillway restoration.</i>		
Emergency Overflow/ Spillway	Rock Missing	Only one layer of rock exists above native soil in area five square feet or larger, or any exposure of native soil at the top of outflow path of spillway.	Rocks and pad depth restored to design standards. (Riprap on inside slopes need not be replaced.)		
Emergency Overflow/ Spillway	Erosion	Erosion damage over 2 inches deep where cause of damage is still present or where there is potential for continued erosion. Any erosion observed on a compacted berm embankment.	Slopes stabilized using appropriate erosion control measure(s); e.g., rock reinforcement, planting of grass, compaction. <i>If erosion is occurring on compacted berms a professional engineer should be consulted to resolve source of erosion.</i>		
Presetting Ponds and Vaults	Facility or sump filled with Sediment and/or Debris	6 inches or designed sediment trap depth of sediment.	No sediment present in presetting pond or vault. Sediment is removed.		
Drain Rock	Water Ponding	If water enters the facility from the surface, inspect to see if water is ponding at the surface during storm events. If buried drain rock, observe drawdown through observation port or cleanout.	No water ponding on surface during storm events. <i>Clear piping through facility when ponding occurs. Replace rock material/sand reservoirs as necessary. Tilling of subgrade below reservoir may be necessary (for trenches) prior to backfill.</i>		

If you are unsure whether a problem exists, please contact Thurston County for technical assistance.

#3 – Maintenance Checklist for Closed Detention Systems (Tanks: BMP D.02/Vaults: BMP D.03):

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Storage Area	Plugged Air Vents	One-half of the cross-section of a vent is blocked at any point or the vent is damaged.	Vents open and functioning. Remove blockage or replace air vent if damaged.		
Storage Area	Debris and Sediment	Accumulated sediment depth exceeds 10 percent of the diameter of the storage area for one-half length of storage vault or any point depth exceeds 15 percent of diameter.	All sediment and debris removed from storage area.		
Storage Area	Joints Between Tank/Pipe Section	Any openings or voids allowing material to be transported into facility. (Will require engineering analysis to determine structural stability.)	All joint between tank/pipe sections are sealed.		
Storage Area	Tank Pipe Bent Out of Shape	Any part of tank/pipe is bent out of shape more than 10 percent of its design shape. (Review required by engineer to determine structural stability.)	Tank/pipe repaired or replaced to design.		
Storage Area	Vault Structure Includes Cracks in Wall, Bottom,	Cracks wider than one-half inch and any evidence of soil particles entering the structure through the cracks, or maintenance/inspection personnel determines that the vault is not structurally sound.	Vault replaced or repaired to design specifications and is structurally sound.		
Storage Area	Vault Structure Includes Cracks in Wall, Bottom,	Cracks wider than one-half inch at the joint of any inlet/outlet pipe or any evidence of soil particles entering the vault through the walls.	No cracks more than one-fourth inch wide at the joint of the inlet/outlet pipe. No water or soil entering vault through joints or walls.		
Crest Gauge	Crest Gauge Missing/Broken	Crest gauge is not functioning properly, has been vandalized, or is missing.	Crest gauge present and functioning. <i>Repair/replace crest gauge if missing or broken.</i>		
Manhole	Cover Not in Place	Cover is missing or only partially in place. Any open manhole requires maintenance.	Manhole access cover/ lid is in place and secure.		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Manhole	Locking Mechanism Not Working	Mechanism cannot be opened by one maintenance person with proper tools. Bolts into frame have less than one-half inch of thread (may not apply to self-locking lids).	Mechanism opens with proper tools.		
Manhole	Cover Difficult to Remove	One maintenance person cannot remove lid after applying normal lifting pressure. Intent is to keep cover from sealing off access to maintenance.	Cover can be removed and reinstalled by one maintenance person.		
Manhole	Ladder Rungs Unsafe	Ladder is unsafe due to missing rungs, misalignment, not securely attached to structure wall, rust, or cracks.	Ladder meets design standards. Allows maintenance person safe access.		

If you are unsure whether a problem exists, please contact Thurston County for technical assistance.

Tanks and vaults are a confined space. Visual inspections should be performed aboveground. If entry is required, it should be performed by qualified personnel.

#4 – Maintenance Checklist for Control Structure/Flow Restrictor:

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
General	Trash and Debris (Includes Sediment)	Material exceeds 25 percent of sump depth or 1 foot below orifice plate.	No trash and debris blocking or potentially blocking control structure orifice.		
General	Structural Damage	Structure is not securely attached to manhole wall.	Structure securely attached to wall and outlet pipe.		
General	Structural Damage	Structure is not in upright position (allow up to 10 percent from plumb).	Structure in correct position.		
General	Structural Damage	Connections to outlet pipe are not watertight and show signs of rust.	Connections to outlet pipe are watertight; structure repaired or replaced and works as designed.		
General	Structural Damage	Any holes—other than designed holes—in the structure.	Structure has no holes other than designed holes.		
Cleanout Gate	Damaged or Missing	Cleanout gate is not watertight or is missing.	Gate is watertight and works as designed.		
Cleanout Gate	Damaged or Missing	Gate cannot be moved up and down by one maintenance person.	Gate moves up and down easily and is watertight.		
Cleanout Gate	Damaged or Missing	Chain/rod leading to gate is missing or damaged.	Chain is in place and works as designed.		
Cleanout Gate	Damaged or Missing	Gate is rusted over 50 percent of its surface area.	Gate is repaired or replaced to meet design standards.		
Orifice Plate	Damaged or Missing	Control device is not working properly due to missing, out of place, or bent orifice plate.	Plate is in place and works as designed.		
Orifice Plate	Obstructions	Any trash, debris, sediment, or vegetation blocking the plate.	Plate is free of all obstructions and works as designed.		
Overflow Pipe	Obstructions	Any trash or debris blocking (or having the potential of blocking) the overflow pipe.	Pipe is free of all obstructions and works as designed.		
Manhole	Cover Not in Place	Cover is missing or only partially in place. Any open manhole requires maintenance.	Manhole access cover/ lid is in place and secure.		
Manhole	Locking Mechanism Not Working	Mechanism cannot be opened by one maintenance person with proper tools. Bolts into frame have less than one-half inch of thread (may not apply to self-locking lids).	Mechanism opens with proper tools.		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Manhole	Cover Difficult to Remove	One maintenance person cannot remove lid after applying normal lifting pressure. Intent is to keep cover from sealing off access to maintenance.	Cover can be removed and reinstalled by one maintenance person.		
Manhole	Ladder Rungs Unsafe	Ladder is unsafe due to missing rungs, misalignment, not securely attached to structure wall, rust, or cracks.	Ladder meets design standards. Allows maintenance person safe access.		

If you are unsure whether a problem exists, please contact Thurston County for technical assistance.

Control structures are usually considered a confined space. Visual inspections should be performed aboveground. If entry is required, it should be performed by qualified personnel.

#5 – Maintenance Checklist for Catch Basins:

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
General	"Dump no pollutants" (or similar) stencil or stamp not visible	Stencil or stamp should be visible and easily read.	Warning signs (e.g., "Dump No Waste-Drains to Stream" or "Only rain down the drain"/ "Puget Sound starts here") painted or embossed on or adjacent to all storm drain inlets.		
General	Trash and Debris	Trash or debris which is located immediately in front of the catch basin opening or is blocking inlet capacity by more than 10 percent.	No trash or debris located immediately in front of catch basin or on grate opening.		
General	Trash and Debris	Trash or debris (in the basin) that exceeds 1/3 of the sump depth as measured from the bottom of basin to invert of the lowest pipe into or out of the basin, but in no case less than a minimum of 6 inches clearance from the debris surface to the invert of the lowest pipe.	No trash or debris in the catch basin.		
General	Trash and Debris	Trash or debris in any inlet or outlet pipe blocking more than one-third of its height.	Inlet and outlet pipes free of trash or debris.		
General	Trash and Debris	Dead animals or vegetation that could generate odors that could cause complaints or dangerous gases (e.g., methane).	No dead animals or vegetation present within the catch basin.		
General	Sediment	Sediment (in the basin) that exceeds 1/3 of the sump depth as measured from the bottom of basin to invert of the lowest pipe into or out of the basin, but in no case less than a minimum of 6 inches clearance from the sediment surface to the invert of the lowest pipe.	No sediment in the catch basin.		
General	Structure Damage to Frame and/or Top Slab	Top slab has holes larger than 2 square inches or cracks wider than one-fourth inch.	No holes and cracks in the top slab allowing material to run into the basin.		
General	Structure Damage to Frame and/or Top Slab	Frame not sitting flush on top slab, i.e., separation of more than three-fourth inch of the frame from the top slab. Frame not securely attached.	Frame is sitting flush on the riser rings or top slab and firmly attached.		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
General	Fractures or Cracks in Basin Walls/ Bottom	Maintenance person judges that structure is unsound.	Basin replaced or repaired to design standards.		
General	Fractures or Cracks in Basin Walls/ Bottom	Grout fillet has separated or cracked wider than one-half-inch and longer than 1 foot at the joint of any inlet/outlet pipe or any evidence of soil particles entering catch basin through cracks.	Pipe is regouted and secure at basin wall.		
General	Settlement/ Misalignment	If failure of basin has created a safety, function, or design problem.	Basin replaced or repaired to design standards.		
General	Vegetation	Vegetation growing across and blocking more than 10 percent of the basin opening.	No vegetation blocking opening to basin.		
General	Vegetation	Vegetation growing in inlet/outlet pipe joints that is more than 6 inches tall and less than 6 inches apart.	No vegetation or root growth present.		
General	Contamination and Pollution	Any evidence of oil, gasoline, contaminants or other pollutants.	No contaminants or pollutants present. <i>(Coordinate removal/cleanup with Thurston County Water Resources 360-754-4681 and/or Dept. of Ecology Spill Response 800- 424-8802.)</i>		
Catch Basin Cover	Cover Not in Place	Cover is missing or only partially in place. Any open catch basin requires maintenance.	Catch basin cover is in place and secured.		
Catch Basin Cover	Locking Mechanism Not Working	Mechanism cannot be opened by one maintenance person with proper tools. Bolts into frame have less than one-half-inch of thread.	Mechanism opens with proper tools.		
Catch Basin Cover	Cover Difficult to Remove	One maintenance person cannot remove lid after applying normal lifting pressure. (Intent is to keep cover from sealing off access to maintenance.)	Cover can be removed by one maintenance person.		
Ladder	Ladder Rungs Unsafe	Ladder is unsafe due to missing rungs, not securely attached to basin wall, misalignment, rust, cracks, or sharp edges.	Ladder meets design standards and allows maintenance person safe access.		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Grates	Grate Opening Unsafe	Grate with opening wider than seven-eighths of an inch.	Grate opening meets design standards.		
Grates	Trash and Debris	Trash and debris that is blocking more than 20 percent of grate surface inletting capacity.	Grate free of trash and debris.		
Grates	Damaged or Missing	Grate missing or broken member(s) of the grate.	Grate is in place and meets design standards.		

If you are unsure whether a problem exists, please contact Thurston County for technical assistance.

#6 – Maintenance Checklist for Debris Barriers (e.g., Trash Racks):

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
General	Trash and Debris	Trash or debris that is plugging more than 20 percent of the openings in the barrier.	Barrier cleared to receive design flow capacity.		
General	Damaged/Missing Bars	Bars are bent out of shape more than 3 inches.	Bars in place with no bends more than three-fourth inch.		
General	Damaged/Missing Bars	Bars are missing or entire barrier missing.	Bars in place according to design.		
General	Damaged/Missing Bars	Bars are loose and rust is causing 50 percent deterioration to any part of barrier.	Barrier replaced or repaired to design standards.		
General	Inlet/Outlet Pipe	Debris barrier missing or not attached to pipe.	Barrier firmly attached to pipe.		

If you are unsure whether a problem exists, please contact Thurston County for technical assistance.

#7 – Maintenance Checklist for Energy Dissipaters:

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
External:					
Rock Pad	Missing or Moved Rock	Only one layer of rock exists above native soil in area five square feet or larger, or any exposure of native soil.	Rock pad replaced to design standards.		
Rock Pad	Erosion	Soil erosion in or adjacent to rock pad.	Rock pad replaced to design standards.		
Dispersion Trench	Pipe Plugged with Sediment	Accumulated sediment that exceeds 20 percent of the design depth.	Pipe cleaned/flushed so that it matches design.		
Dispersion Trench	Not Discharging Water Properly	Visual evidence of water discharging at concentrated points along trench (normal condition is a "sheet flow" of water along trench). Intent is to prevent erosion damage.	Water discharges from feature by sheet flow. Trench redesigned or rebuilt to standards.		
Dispersion Trench	Perforations Plugged	Over one-half of perforations in pipe are plugged with debris and sediment.	Perforations freely discharge flow. Perforated pipe cleaned or replaced.		
Dispersion Trench	Water Flows Out Top of "Distributor" Catch Basin	Water flows out of distributor catch basin during any storm less than the design storm or is causing or appears likely to cause damage.	No flow discharges from distributor catch basin. Facility rebuilt or redesigned to standards.		
Dispersion Trench	Receiving Area Over-Saturated	Water in receiving area is causing or has potential of causing landslide problems.	No danger of landslides.		
Internal:					
Manhole/ Chamber	Worn or Damaged Post, Baffles, Side of Chamber	Structure dissipating flow deteriorates to one-half of original size or any concentrated worn spot exceeding 1 square foot which would make structure unsound.	Structure in no danger of failing. Structure replaced to design standards if needed.		
Manhole/ Chamber	Trash and Debris	Trash or debris (in the basin) that exceeds 1/3 of the sump depth as measured from the bottom of basin to invert of the lowest pipe into or out of the basin, but in no case less than a minimum of 6 inches clearance from the debris surface to the invert of the lowest pipe.	No trash or debris in the catch basin.		
Manhole/ Chamber	Trash and Debris	Trash or debris in any inlet or outlet pipe blocking more than one-third of its height.	Inlet and outlet pipes free of trash or debris.		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Manhole/ Chamber	Trash and Debris	Dead animals or vegetation that could generate odors that could cause complaints or dangerous gases (e.g., methane).	No dead animals or vegetation present within the catch basin.		
Manhole/ Chamber	Sediment	Sediment (in the basin) that exceeds 60 percent of the sump depth as measured from the bottom of basin to invert of the lowest pipe into or out of the basin, but in no case less than a minimum of 6 inches clearance from the sediment surface to the invert of the lowest pipe.	No sediment in the catch basin.		
Manhole/ Chamber	Structure Damage to Frame and/or Top Slab	Top slab has holes larger than 2 square inches or cracks wider than one-fourth inch.	No holes and cracks in top slab allowing material to run into the basin.		
Manhole/ Chamber	Structure Damage to Frame and/or Top Slab	Frame not sitting flush on top slab, i.e., separation of more than three-fourth inch of the frame from the top slab. Frame not securely attached.	Frame is sitting flush on the riser rings or top slab and firmly attached.		
Manhole/ Chamber	Fractures or Cracks in Basin Walls/ Bottom	Maintenance person judges that structure is unsound.	Basin replaced or repaired to design standards.		
Manhole/ Chamber	Fractures or Cracks in Basin Walls/ Bottom	Grout fillet has separated or cracked wider than one-half-inch and longer than 1 foot at the joint of any inlet/outlet pipe or any evidence of soil particles entering catch basin through cracks.	Pipe is regouted and secure at basin wall.		
Manhole/ Chamber	Settlement/ Misalignment	If failure of basin has created a safety, function, or design problem.	Basin replaced or repaired to design standards.		
Manhole/ Chamber	Contamination and Pollution	Any evidence of oil, gasoline, contaminants or other pollutants.	No contaminants or pollutants present. (Coordinate removal/cleanup with Thurston County Water Resources 360-754-4681 and/or Dept. of Ecology Spill Response 800- 424-8802.)		
Catch Basin Cover	Cover Not in Place	Cover is missing or only partially in place. Any open catch basin requires maintenance.	Catch basin cover is closed.		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Catch Basin Cover	Locking Mechanism Not Working	Mechanism cannot be opened by one maintenance person with proper tools. Bolts into frame have less than one-half-inch of thread.	Mechanism opens with proper tools.		
Catch Basin Cover	Cover Difficult to Remove	One maintenance person cannot remove lid after applying normal lifting pressure. (Intent is to keep cover from sealing off access to maintenance.)	Cover can be removed by one maintenance person.		

If you are unsure whether a problem exists, please contact Thurston County for technical assistance.

#8 – Maintenance Checklist for Basic (BMP BF.01) and Compost-Amended Biofiltration Swales (see BMP LID.08 for soil mix):

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
General	Sediment Accumulation on Grass	Sediment depth exceeds 2 inches or inhibits vegetation growth in 10 percent or more of swale.	No sediment deposits in treatment area of the biofiltration swale. Remove sediment deposits on grass treatment area of the swale. When finished, swale should be level from side to side and drain freely toward outlet. There should be no areas of standing water once inflow has ceased.		
General	Standing Water	When water stands in the swale between storms and does not drain freely.	Swale drains freely and no standing water in swale between storms. <i>Any of the following may apply: remove sediment or trash blockages, improve grade from head to foot of swale, remove clogged check dams, add underdrains or convert to a wet biofiltration swale.</i>		
General	Flow Spreader	Flow spreader uneven or clogged so that flows are not uniformly distributed through entire swale width.	Spreader leveled and cleaned and flow spread evenly over entire swale width.		
General	Constant Base Flow	When small quantities of water continually flow through the swale, even when it has been dry for weeks, and an eroded, muddy channel has formed in the swale bottom.	Base flow removed from swale by a low-flow pea-gravel drain the length of the swale, or by-passed around the swale.		
General	Poor Vegetation Coverage	When grass is sparse or bare or eroded patches occur in more than 10 percent of the swale bottom.	Swale has no bare spots and grass is thick and healthy. <i>If grass growth is poor, determine and address the cause. Re-plant with plugs of grass from the upper slope: plant in the swale bottom at 8-inch intervals. Or re-seed into loosened, fertile soil.</i>		
General	Vegetation	When the grass becomes excessively tall (greater than 10 inches); when nuisance weeds and other vegetation starts to take over.	Vegetation mowed or nuisance vegetation removed so that flow not impeded. <i>Grass mowed to a height of 3 to 4 inches. No grass clippings left in swale.</i>		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
General	Excessive Shading	Grass growth is poor because sunlight does not reach swale.	Over-hanging limbs trimmed back and brushy vegetation on adjacent slopes removed.		
General	Inlet/Outlet	Inlet/outlet areas clogged with sediment and/or debris.	Inlet and outlet areas clear of sediment and debris. Material clogging or blocking the inlet/outlet area removed.		
General	Trash and Debris Accumulation	Trash and debris accumulated in the bioswale.	Leaves, litter, and oily materials removed as needed. Curb cuts and level spreaders cleaned as needed.		
General	Erosion/Scouring	Eroded or scoured swale bottom due to flow channelization, or higher flows.	No eroded or scoured areas in biofiltration swale. Cause of erosion or scour addressed. <i>For ruts or bare areas less than 12 inches wide, repair the damaged area by filling with crushed gravel. If bare areas are large, generally greater than 12 inches wide, the swale should be re-graded and re-seeded. For smaller bare areas, overseed when bare spots are evident, or take plugs of grass from the upper slope and plant in the swale bottom at 8-inch intervals.</i>		

If you are unsure whether a problem exists, please contact Thurston County for technical assistance.

#9 – Maintenance Checklist for Wet (BMP BF.01) and Continuous Inflow Biofiltration Swales (BMP BF.05):

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
General	Sediment Accumulation	Sediment depth exceeds 2 inches in 10 percent of the swale treatment area.	No sediment deposits in treatment area.		
General	Water Depth	Water not retained to a depth of about 4 inches during the wet season.	Water depth of four inches throughout swale for most of wet season. Build up or repair outlet berm so that water is retained in the wet swale.		
General	Wetland Vegetation	Vegetation becomes sparse and does not provide adequate filtration, OR vegetation is crowded out by very dense clumps of cattail, which do not allow water to flow through the clumps.	Wetland vegetation fully covers bottom of swale. Cause of lack of vigor of vegetation addressed. Replant as needed. <i>No cattails or nuisance vegetation present. For excessive cattail growth, cut cattail shoots back and compost offsite. Note: normally wetland vegetation does not need to be harvested unless die-back is causing oxygen depletion in downstream waters.</i>		
General	Inlet/Outlet	Inlet/outlet area clogged with sediment and/or debris.	Inlet and outlet areas clear of sediment and debris.		
General	Trash and Debris Accumulation	Any trash and debris which exceed one cubic foot per 1,000 square feet. If less than threshold, all trash and debris will be removed as part of next scheduled maintenance.	No trash and debris present. Any trash and debris removed from wet swale.		
General	Erosion/Scouring	Swale has eroded or scoured due to flow channelization, or higher flows.	No eroded or scoured areas in biofiltration swale. <i>Cause of erosion or scour addressed, Design flows checked to assure swale is large enough to handle flows. Excess flows are bypassed or swale enlarged. Eroded areas replanted with fibrous-rooted plants such as Juncus effusus (soft rush) in wet areas or snowberry (Symphoricarpos albus) in dryer areas.</i>		

If you are unsure whether a problem exists, please contact Thurston County for technical assistance.

#10 – Maintenance Checklist for Filter Strips (Basic: BMP BF.04 and CAVFS: BMP BF.05):

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
General	Sediment Accumulation on Grass	Sediment depth exceeds 2 inches.	No sediment deposits in treatment areas. Slope re-leveled to be even and pass flows evenly through strip.		
General	Vegetation	When the grass becomes excessively tall (greater than 10 inches); when nuisance weeds and other vegetation starts to take over.	Grass is healthy and nuisance vegetation controlled such that flow not impeded. Grass should be mowed to a height between 3-4 inches.		
General	Trash and Debris Accumulation	Trash and debris accumulated on the filter strip.	No trash or debris present. Any trash and debris removed from filter.		
General	Erosion/Scouring	Eroded or scoured areas due to flow channelization, or higher flows.	No eroded or scoured areas, cause of erosion or scour addressed. <i>For ruts or bare areas less than 12 inches wide, repair the damaged area by filling with crushed gravel (basic filter strip) or a 50/50 mixture of crushed gravel and compost (CAVFS). The grass will creep in over the rock in time. If bare areas are large, generally greater than 12 inches wide, the filter strip should be re-graded and re-seeded. For smaller bare areas, overseed when bare spots are evident.</i>		
General	Flow Spreader	Flow spreader uneven or clogged so that flows are not uniformly distributed through entire filter width.	Flows are spread evenly over entire filter width. Spreader is level and clean.		

If you are unsure whether a problem exists, please contact Thurston County for technical assistance.

#11 – Maintenance Checklist for Wet Ponds (BMP WP.02):

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
General	Water level	First cell is empty, does not hold water.	Water retained in first cell for most of the year. <i>Line the first cell to maintain at least 4 feet of water. Although the second cell may drain, the first cell must remain full to control turbulence of the incoming flow and reduce sediment resuspension.</i>		
	Trash and Debris	Accumulation that exceeds one cubic foot per 1,000 square feet of pond area.	No trash or debris on site. Any trash and debris removed from pond.		
	Vegetation	When nuisance weeds and other vegetation take over. Cattail covers more than 25% of the pond.	Vegetation mowed or nuisance vegetation removed so that flow is not impeded.		
	Tree Growth	Trees growing in pond bottom or side slopes. Tree growth and dense vegetation which impedes inspection, maintenance access, or interferes with maintenance activity (e.g., slope mowing, silt removal, vactoring, or equipment movements).	Trees removed from facility bottom, side slopes, and maintenance access areas.		
	Inlet/Outlet Pipe	Inlet/Outlet pipe clogged with sediment and/or debris material.	No clogging or blockage in the inlet and outlet piping.		
	Sediment Accumulation in Pond Bottom	Sediment accumulations in pond bottom that exceeds the depth of sediment zone plus 6 inches, usually in the first cell.	Sediment removed from pond bottom. <i>(If sediment contamination is a potential problem, sediment should be tested regularly to determine leaching potential prior to disposal.)</i>		
	Oil Sheen on Water	Prevalent and visible oil sheen.	Oil removed from water using oil-absorbent pads or vactor truck. Source of oil located and corrected. <i>If chronic low levels of oil persist, plant wetland plants such as Juncus effusus (soft rush) which can uptake small concentrations of oil.</i>		
	Erosion	Erosion of the pond's side slopes and/or scouring of the pond bottom that exceeds 6 inches, or where continued erosion is prevalent.	Slopes stabilized using proper erosion control measures and repair methods.		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
	Settlement of Pond Dike/Berm	Any part of these components that has settled 4 inches or lower than the design elevation, or inspector determines dike/berm is unsound.	Dike/berm is repaired to specifications.		
	Internal Berm	Berm dividing cells should be level.	Berm surface is leveled so that water flows evenly over entire length of berm.		
	Overflow Spillway	Rock is missing and soil is exposed at top of spillway or outside slope.	Rocks replaced to specifications.		

If you are unsure whether a problem exists, please contact Thurston County for technical assistance.

#12 – Maintenance Checklist for Wet Vaults (BMP WP.03):

Drainage System Feature	Defect or Problem	Conditions to Check For	Results Expected When Maintenance is Performed	Maintenance Frequency	Completed
General	Trash/Debris Accumulation	Trash and debris accumulated in vault, pipe or inlet/outlet (includes floatables and non-floatables).	No trash or debris present. Any trash and debris removed from vault.		
General	Sediment Accumulation in Vault	Sediment accumulation in vault bottom exceeds the depth of the sediment zone plus 6 inches.	No sediment in vault. <i>(If sediment contamination is a potential problem, sediment should be tested regularly to determine leaching potential prior to disposal.)</i>		
General	Damaged Pipes	Inlet/outlet piping damaged or broken and in need of repair.	Pipe repaired and/or replaced.		
General	Access Cover Damaged/Not Working	Cover cannot be opened or removed, especially by one person.	Pipe repaired or replaced to proper working specifications.		
General	Ventilation	Ventilation area blocked or plugged.	Blocking material removed or cleared from ventilation area. A specified percentage of the vault surface area must provide ventilation to the vault interior (see design specifications).		
Vault Structure	Damage – Includes Cracks in Walls Bottom, Damage to Frame and/or Top Slab	Maintenance/inspection personnel determine that the vault is not structurally sound.	Vault replaced or repairs made so that vault meets design specifications and is structurally sound.		
Vault Structure	Damage – Includes Cracks in Walls Bottom, Damage to Frame and/or Top Slab	Cracks wider than one-half-inch at the joint of any inlet/outlet pipe or evidence of soil particles entering through the cracks.	Vault repaired so that no cracks exist wider than one-fourth inch at the joint of the inlet/outlet pipe.		

Drainage System Feature	Defect or Problem	Conditions to Check For	Results Expected When Maintenance is Performed	Maintenance Frequency	Completed
Vault Structure	Baffles	Baffles corroding, cracking, warping and/or showing signs of failure as determined by maintenance/inspection staff.	Baffles repaired or replaced to specifications.		
Access Ladder	Damage	Ladder is corroded or deteriorated, not functioning properly, not attached to structure wall, missing rungs, has cracks and/or misaligned. Confined space warning sign missing.	Ladder replaced or repaired to specifications, and is safe to use as determined by inspection personnel. Replace sign warning of confined space entry requirements.		

If you are unsure whether a problem exists, please contact Thurston County for technical assistance.

A vault is a confined space. Visual inspections should be performed aboveground. If entry is required, it should be performed by qualified personnel.

#13 – Maintenance Checklist for Sand Filters: BMP MF.01, BMP MF.02, and BMP MF.03 (aboveground/open):

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Above ground (open sand filter)	Sediment and Silt Accumulation on Top Layer	Sediment and silt depth exceeds one-half inch over 10 percent of surface area of sand filter.	No sediment deposit on grass layer of sand filter that would impede permeability of the filter section. Silt scraped off during dry periods using steel rakes or other devices. Surface layer of the media striated.		
Above ground (open sand filter)	Trash and Debris Accumulations	Trash and debris accumulated on sand filter bed.	No trash or debris present. Any trash and debris removed from sand filter bed.		
Above ground (open sand filter)	Sediment/ Debris in Cleanouts	When the cleanouts become full or partially plugged with sediment and/or debris.	No sediment or debris present. Any sediment and debris removed from cleanouts and/or drainpipes.		
Above ground (open sand filter)	Sand Filter Media	Drawdown of water through the sand filter media takes longer than 24-hours, flow through the overflow pipes occurs frequently, or hydraulic conductivity is less than 1 inch per hour.	Sand filter infiltrates as designed. Top several inches of sand are scraped. May require replacement of entire sand filter depth depending on extent of plugging and influent suspended solids loads (a sieve analysis is helpful to determine if the lower sand has too high a proportion of fine material). <i>Other options include removal of thatch, aerating the filter surface, tilling the filter surface, replacing the top 4 inches of filter media, and inspecting geotextiles for clogging.</i>		
Above ground (open sand filter)	Prolonged Flows	Sand is saturated for prolonged periods of time (several weeks) and does not dry out between storms due to continuous base flow or prolonged flows from detention facilities. (Consider 4-8 hour drawdown tests).	Low, continuous flows are limited to a small portion of the facility by using a low wooden divider or slightly depressed sand surface.		
Above ground (open sand filter)	Short Circuiting	Drawdown greater than 12 inches per hour. When flows become concentrated over one section of the sand filter rather than dispersed. (Consider 4-8 hour drawdown tests).	Flow and percolation of water through sand filter is uniform and dispersed across the entire filter area. No leaks in the cleanouts or underdrains.		
Above ground (open sand filter)	Erosion Damage to Slopes	Erosion over 2 inches deep where cause of damage is prevalent or potential for continued erosion is evident.	Slopes stabilized using proper erosion control measures.		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Above ground (open sand filter)	Rock Pad Missing or Out of Place	Soil beneath the rock is visible.	Rock pad replaced or rebuilt to design specifications.		
Above ground (open sand filter)	Flow Spreader	Flow spreader uneven or clogged so that flows are not uniformly distributed across sand filter. Rills and gullies on the surface of the filter can indicate improper function of the inlet flow spreader.	Spreader leveled and cleaned so that flows are spread evenly over sand filter.		
Above ground (open sand filter)	Damaged Pipes	Any part of the piping that is crushed or deformed more than 20 percent or any other failure to the piping.	Pipe repaired or replaced.		

If you are unsure whether a problem exists, please contact Thurston County for technical assistance.

#14 – Maintenance Checklist for Sand Filters: BMP MF.01, BMP MF.02, and BMP MF.03 (below ground/enclosed):

Drainage System Feature	Defect or Problem	Conditions to Check For	Results Expected When Maintenance is Performed	Maintenance Frequency	Completed
Below Ground Vault	Sediment and Silt Accumulation on Top Layer	Sediment and silt depth exceeds one-half inch.	No sediment deposits on grass layer of sand filter that would impede permeability of the filter section. Silt scraped off during dry periods using steel rakes or other devices. Surface layer of the media striated.		
Below Ground Vault	Sediment Accumulation in Presettling Portion of Vault	Sediment accumulation in vault bottom exceeds the depth of the sediment zone plus 6 inches.	No sediment deposits in first chamber of vault.		
Below Ground Vault	Trash/Debris Accumulation	Trash and debris accumulated in vault, or pipe inlet/outlet, floatables and non-floatables.	No trash or debris present. Any trash and debris removed from vault and inlet/outlet piping.		
Below Ground Vault	Sediment in Drain Pipes/Cleanouts	When drain pipes, cleanouts become full with sediment and/or debris.	No sediment or debris present. Any sediment and debris removed from cleanouts and/or drainpipes.		
Below Ground Vault	Clogged Sand Filter Media	Drawdown of water through the sand filter media takes longer than 24-hours, and/or flow through the overflow pipes occurs frequently, and/or hydraulic conductivity is less than 1 inch per hour.	Sand filter infiltrates as designed. Top several inches of sand are scraped. May require replacement of entire sand filter depth depending on extent of plugging and influent suspended solids loads (a sieve analysis is helpful to determine if the lower sand has too high a proportion of fine material). <i>Other options include removal of thatch, aerating the filter surface, tilling the filter surface, replacing the top 4 inches of filter media, and inspecting geotextiles for clogging.</i>		
Below Ground Vault	Short Circuiting	Drawdown greater than 12 inches per hour. When seepage/flow occurs along the vault walls and corners. Sand eroding near inflow area. (Consider 4-8 hour drawdown tests.)	Sand filter media section re-laid and compacted along perimeter of vault to form a semi-seal. Erosion protection added to dissipate force of incoming flow and curtail erosion. No leaks in the cleanouts or underdrains.		
Below Ground Vault	Damaged Pipes	Inlet or outlet piping damaged or broken and in need of repair.	Pipe repaired and/or replaced.		

Drainage System Feature	Defect or Problem	Conditions to Check For	Results Expected When Maintenance is Performed	Maintenance Frequency	Completed
Below Ground Vault	Flow Spreader	Flow spreader uneven or clogged so that flows are not uniformly distributed across sand filter.	Spreader leveled and cleaned so that flows are spread evenly over sand filter.		
Below Ground Vault	Ventilation	Ventilation area blocked or plugged.	Blocking material removed or cleared from ventilation area. A specified percentage of the vault surface area must provide ventilation to the vault interior (see design specifications).		
Below Ground Vault	Access Cover Damaged/Not Working	Cover cannot be opened, corrosion/deformation of cover. Maintenance person cannot remove cover using normal lifting pressure.	Cover repaired to proper working specifications or replaced.		
Below Ground Vault	Vault Structure Damaged; Includes Cracks in Walls, Bottom, Damage to Frame and/or Top Slab	Cracks wider than one-half inch or evidence of soil particles entering the structure through the cracks, or maintenance/inspection personnel determine that the vault is not structurally sound.	Vault replaced or repairs made so that vault meets design specifications and is structurally sound.		
Below Ground Vault	Vault Structure Damaged; Includes Cracks in Walls, Bottom, Damage to Frame and/or Top Slab	Cracks wider than one-half inch at the joint of any inlet/outlet pipe or evidence of soil particles entering through the cracks.	Vault repaired so that no cracks exist wider than one-fourth inch at the joint of the inlet/outlet pipe.		
Below Ground Vault	Baffles/Internal Walls	Baffles or walls corroding, cracking, warping and/or showing signs of failure as determined by maintenance/inspection person.	Baffles repaired or replaced to specifications.		
Below Ground Vault	Access Ladder	Damaged ladder is corroded or deteriorated, not functioning properly, not securely attached to structure wall, missing rungs, cracks, and misaligned.	Ladder replaced or repaired to specifications, and is safe to use as determined by inspection personnel.		

If you are unsure whether a problem exists, please contact Thurston County for technical assistance.

A below ground enclosed sand filter is a confined space. Visual inspections should be performed aboveground. If entry is required, it should be performed by qualified personnel.

#15 – Maintenance Checklist for Manufactured Media Filters.

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Media filter vault	Sediment Accumulation on Top of Filter Cartridges	Sediment accumulation exceeds 0.25 inches on top of cartridges.	No sediment deposits on top of cartridges. Sediment on cartridges likely indicates that cartridges are plugged and require maintenance.		
Media filter vault	Sediment Accumulation in Vault	Sediment accumulation in vault exceeds 6 inches. Look for other indicators of clogged cartridges or overflow.	No sediment accumulation in vault. <i>Sediment in vault should be removed. Cartridges should be checked and replaced or serviced as needed.</i>		
Media filter vault	Trash and Floatable Debris Accumulation	Trash and floatable debris accumulation in vault.	No trash or other floatable debris in filter vault.		
Media filter vault	Filter Cartridges Submerged	Filter vault does not drain within 24 hours following storm. Look for evidence of submergence due to backwater or excessive hydrocarbon loading.	Filter media checked and replaced if needed. <i>If cartridges are plugged with oil additional treatment or source control BMP may be needed.</i>		
Forebay	Sediment Accumulation	Sediment accumulation exceeds 6 inches or one-third of the available sump.	Sediment accumulation less than 6 inches.		
Forebay	Trash and Floatable Debris Accumulation	Trash and/or floatable debris accumulation.	No trash or other floatable debris accumulation in forebay. Trash and/or floatable debris should be removed during inspections. <i>Significant oil accumulation may indicate the need for additional treatment or source control.</i>		
Drain Pipes/ Cleanouts	Sediment in Drain Pipes/Cleanouts	Accumulated sediment that exceeds 20 percent of the diameter.	No sediment or debris in drainpipes or cleanouts. Sediment and debris removed.		
Below ground vault	Access cover Damaged/ Not working	One maintenance person cannot remove lid after applying 80 pounds of lift, corrosion or deformation of cover.	Cover repaired to proper working specifications or replaced.		
Below ground vault	Damaged Pipes	Any part of the pipes are crushed or damaged due to corrosion and/or settlement.	Pipe repaired or replaced.		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Below ground vault	Vault Structure Has Cracks in Wall, Bottom, and Damage to Frame and/or Top Slab.	Cracks wider than one-half inch or evidence of soil particles entering the structure through the cracks, or maintenance/inspection personnel determine that the vault is not structurally sound.	Vault repaired or replaced so that vaults meets design specifications and is structurally sound.		
Below ground vault	Vault Structure has Cracks in Wall, Bottom, and Damage to Frame and/or Top Slab.	Cracks wider than 0.5 inch at the joint of any inlet/outlet pipe or evidence of soil particles entering through the cracks.	Vault repaired so that no cracks exist wider than 0.25 inch at the joint of inlet/outlet pipe.		
Below ground vault	Baffles	Baffles corroding, cracking, warping, and/or showing signs of failure as determined by maintenance/inspection person.	Baffles repaired or replaced to design specifications.		
Below ground vault	Ladder Rungs Unsafe	Maintenance person judges that ladder is unsafe due to missing rungs, misalignment, rust, or cracks. Ladder must be fixed or secured immediately.	Ladder meets design standards and allows maintenance persons safe access.		
Below Ground Cartridge Type	Media	Drawdown of water through the media takes longer than 1 hour, and/or overflow occurs frequently.	Media cartridges replaced.		
Below Ground Cartridge Type	Short Circuiting	Flows do not properly enter filter cartridges.	Filter cartridges replaced.		

Also check Department of Ecology website and refer to manufacturer guidelines for updates to O&M requirements.

If you are unsure whether a problem exists, please contact Thurston County for technical assistance.

A vault is a confined space. Visual inspections should be performed aboveground. If entry is required, it should be performed by qualified personnel.

#16 – Maintenance Checklist for Baffle Oil/Water Separators (BMP OW.01) (American Petroleum Institute [API] Type):

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Effluent Water Quality	Inspection of Discharge Water for Obvious Signs of Poor Water Quality	Floating oil in excess of 1 inch in first chamber, any oil in other chambers or effluent, or other contaminants of any type in any chamber.	No contaminants present other than a surface oil film. Effluent discharge from vault should be clear without thick visible sheen.		
Structure	Sediment Accumulation	Sediment depth in bottom of vault exceeds 6 inches in depth.	No sediment deposits on vault bottom that would impede flow through the vault and reduce separation efficiency.		
General	Trash and Debris Accumulation	Trash and debris accumulation in vault, or pipe inlet/outlet, floatables and non-floatables.	Trash and debris removed from vault, and inlet/outlet piping.		
General	Oil Accumulation	Oil accumulations that exceed 1 inch, at the surface of the water or 6 inches of sludge in the sump.	No visible oil depth on water. <i>Extract oil/sludge from vault by vactoring. Disposal in accordance with state and local rules and regulations.</i>		
Structure	Damaged Pipes	Inlet or outlet piping damaged or broken and in need of repair.	Pipe repaired or replaced.		
Structure	Access Cover Damaged/Not Working	Cover cannot be opened, corrosion/deformation of cover.	Cover repaired to proper working specifications or replaced.		
Structure	Vault Structure Damage Includes Cracks in Walls Bottom, Damage to Frame and/or Top Slab	Maintenance person judges that structure is unsound.	Vault replaced or repairs made so that vault meets design specifications and is structurally sound.		
Structure	Vault Structure Damage Includes Cracks in Walls Bottom, Damage to Frame and/or Top Slab	Cracks wider than one-half inch at the joint of any inlet/outlet pipe or evidence of soil particles entering through the cracks.	Vault repaired so that no cracks exist wider than one-fourth inch at the joint of the inlet/outlet pipe.		
Structure	Baffles	Baffles corroding, cracking, warping and/or showing signs of failure as determined by maintenance/inspection person.	Baffles repaired or replaced to specifications.		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Structure	Access Ladder Damaged	Ladder is corroded or deteriorated, not functioning properly, not securely attached to structure wall, missing rungs, cracks, and misaligned.	Ladder replaced or repaired and meets specifications, and is safe to use as determined by inspection personnel.		

If you are unsure whether a problem exists, please contact Thurston County for technical assistance.

An oil/water separator vault is a confined space. Visual inspections should be performed aboveground. If entry is required, it should be performed by qualified personnel.

#17 – Maintenance Checklist for Coalescing Plate Oil/Water Separators (BMP OW.02):

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Effluent Water Quality	Inspection of Discharge Water for Obvious Signs of Poor Water Quality	Floating oil in excess of 1 inch in first chamber, any oil in other chambers or effluent, or other contaminants of any type in any chamber.	No contaminants present other than surface oil film. Effluent discharge from vault should be clear with no thick visible sheen.		
Structure	Sediment Accumulation	Sediment depth in bottom of vault exceeds 6 inches in depth and/or visible signs of sediment on plates.	No sediment deposits on vault bottom and plate media, which would impede flow through the vault and reduce separation efficiency.		
General	Trash and Debris Accumulation	Trash and debris accumulated in vault, or pipe inlet/outlet, floatables and non-floatables.	Trash and debris removed from vault, and inlet/outlet piping.		
General	Oil Accumulation	Oil accumulation that exceeds 1 inch at the water surface.	No visible oil depth on water and coalescing plates clear of oil. <i>Oil is extracted from vault using vactoring methods. Dispose of in accordance with state and local rules and regulations. Coalescing plates are cleaned by thoroughly rinsing and flushing. Direct wash-down effluent to the sanitary sewer system where permitted. Should be no visible oil depth on water.</i>		
Structure	Damaged Coalescing Plates	Plate media broken, deformed, cracked and/or showing signs of failure.	A portion of the media pack or the entire plate pack is replaced depending on severity of failure.		
Structure	Damaged Pipes	Inlet or outlet piping damaged or broken and in need of repair.	Pipe repaired and or replaced.		
Structure	Baffles	Baffles corroding, cracking, warping and/or showing signs of failure as determined by maintenance/inspection person.	Baffles repaired or replaced to specifications.		
Structure	Vault Structure Damage – Includes Cracks in Walls, Bottom, Damage to Frame and/or Top Slab	Cracks wider than one-half inch or evidence of soil particles entering the structure through the cracks, or maintenance/inspection personnel determine that the vault is not structurally sound.	Vault replaced or repairs made so that vault meets design specifications and is structurally sound.		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Structure	Vault Structure Damage – Includes Cracks in Walls, Bottom, Damage to Frame and/or Top Slab	Cracks wider than one-half inch at the joint of any inlet/outlet pipe or evidence of soil particles entering through the cracks.	Vault repaired so that no cracks exist wider than one-fourth inch at the joint of the inlet/outlet pipe.		
Structure	Access Ladder Damaged	Ladder is corroded or deteriorated, not functioning properly, not securely attached to structure wall, missing rungs, cracks, and misaligned.	Ladder replaced or repaired and meets specifications, and is safe to use as determined by inspection personnel.		

If you are unsure whether a problem exists, please contact Thurston County for technical assistance.

An oil/water separator vault is a confined space. Visual inspections should be performed aboveground. If entry is required, it should be performed by qualified personnel.

#18 – Maintenance Checklist for Treatment Wetlands (BMP WP.01):

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
General	Trash and Debris	Any trash and debris accumulations which exceed five cubic feet per 1,000 square feet. If there is less than the threshold, remove all trash and debris as part of the next scheduled maintenance.	Trash and debris cleared from site.		
General	Poisonous Vegetation and Noxious Weeds	Any poisonous or nuisance vegetation which may constitute a hazard to maintenance personnel or the public. Any evidence of noxious weeds as defined in the Thurston County Noxious Weeds List . (Apply requirements of adopted integrated vegetation management (IVM) policies for the use of herbicides.)	No danger of poisonous vegetation where maintenance personnel or the public might have contact. <i>(Coordinate with Thurston County Noxious Weed Coordinator.) Complete eradication of noxious weeds may not be possible, however compliance with state or local eradication policies are required.</i>		
General	Oil Sheen on Water	Prevalent and visible oil sheen.	Oil removed from water using oil-absorbent pads or vactor truck. Source of oil located and corrected. <i>If chronic low levels of oil persist, plant emergent wetland plants such as Juncus effusus (soft rush) which can assist filtering small concentrations of oil.</i>		
General	Inlet/Outlet Pipe	Inlet/Outlet pipe clogged with sediment and/or debris material or damaged.	No clogging or blockage in the inlet and outlet piping.		
General	Rodent Holes	If the facility is constructed with a dam or berm, look for rodent holes or any evidence of water piping through the dam or berm.	Rodents removed and dam or berm repaired. <i>(Coordinate with Thurston County; coordinate with Ecology Dam Safety Office if pond exceeds 10 acre-feet.)</i>		
General	Beaver Dams	Beaver dam results in an adverse change in the functioning of the facility.	Facility is fully functioning. <i>Evaluate using beaver deceiver and leveler devices. If beaver removal is necessary, contact WDFW Region 6 to coordinate with a Nuisance Wildlife Control Operator.</i>		
General	Tree Growth and Hazard Trees	Tree growth that impedes maintenance access.	Trees removed from facility bottom, side slopes, and maintenance access areas. Species removed that are not part of the recorded planting plan.		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
General	Tree Growth and Hazard Trees	If dead, diseased, or dying trees are identified, use a certified Arborist to determine the health of tree and whether removal is required.	Hazard trees removed.		
General	Liner	Liner is visible and has more than three one-fourth inch holes in it.	Liner is repaired or replaced. Liner is fully covered.		
Forebay	Sediment Accumulation	Sediment accumulation in forebay exceeds the design depth of the sediment zone plus 6 inches.	Accumulated sediment is removed from forebay bottom to the design depth of the sediment zone.		
Side Slopes of Wetland	Erosion	Erosion damage over 2 inches deep where cause of damage is still present or where there is potential for continued erosion.	Slopes stabilized using appropriate erosion control measure(s) such as rock reinforcement, planting of grass, or additional compaction.		
Side Slopes of Wetland	Erosion	Any erosion observed on a compacted berm embankment.	<i>If erosion is occurring on compacted berms a professional engineer should be consulted to resolve source of erosion.</i>		
Wetland Cell	Wetland Vegetation	20 percent or more of the constructed wetland area has dead or dying vegetation, as measured by stem counts relative to the design plant coverage.	Plants in wetland cell surviving and not interfering with wetland function. Dead or dying vegetation is replaced by like species, unless recommended otherwise by the Wetlands Consultant and approved by the county. (<i>Watering, physical support, mulching, and weed removal may be required on a regular basis especially during the first 3 years.</i>)		
Wetland Cell	Wetland Vegetation	Percent vegetated cover of constructed wetland bottom area, excluding exotic and invasive species, is less than 50 percent after 2 years.	Exotic/invasive species removed. Additional plantings may be required.		
Wetland Cell	Wetland Vegetation	Decaying vegetation produces foul odors.	Decaying vegetation is removed, preferably in late summer.		
Wetland Cell	Wetland Vegetation	Wetland vegetation is blocking flow paths causing flow back-up and flooding.	Areas of blocking vegetation are cut back sufficient to allow design flows and prevent flooding.		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Wetland Cell	Wetland Vegetation	Water quality monitoring indicates that wetland vegetation is contributing phosphorus and metals to downstream waters rather than sequestering them.	Water quality monitoring indicates improved water quality. To maximize removal of wetland pollutants, wetland vegetation must be periodically harvested, particularly with respect to phosphorus and metals removal. Harvesting should occur by mid-summer before plants begin to transfer phosphorus from the aboveground foliage to subsurface roots, or begin to lose metals that desorb during plant die off. Every 3 to 5 years the entire plant mass including roots should be harvested because the below ground biomass constitutes a significant reservoir (as much as half) of the nutrients and metals that are removed from stormwater by plants.		
Wetland Cell	Sediment Accumulation	Sediment accumulation inhibits growth of wetland plants or reduces wetland volume (greater than 1 feet of sediment accumulation).	Wetland dredged to remove sediment accumulation.		
Wetland Berms (Dikes)	Settlements	Any part of berm which has settled 4 inches lower than the design elevation. If settlement is apparent, measure berm to determine amount of settlement. Settling can be an indication of more severe problems with the berm or outlet works.	Dike restored to the design elevation. <i>A professional engineer should be consulted to determine the source of the settlement.</i>		
Wetland Berms (Dikes)	Piping	Discernable water flow through pond berm. Ongoing erosion with potential for erosion to continue.	Piping eliminated. Erosion potential eliminated. <i>(Recommend a geotechnical engineer be called in to inspect and evaluate condition and recommend repairs.)</i>		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Wetland Berms Over 4 ft in height (Dikes)	Tree Growth	Tree growth on berms over 4 feet in height may lead to piping through the berm which could lead to failure of the berm.	Trees on berms removed. <i>If root system is small (base less than 4 inches) the root system may be left in place. Otherwise the roots should be removed and the berm restored. A professional engineer should be consulted for proper berm/spillway restoration.</i>		
Emergency Overflow/ Spillway	Obstruction	Tree growth or other blockage on emergency spillways may cause failure of the berm due to uncontrolled overtopping.	Obstruction on emergency spillway removed. <i>A professional engineer should be consulted for proper berm/spillway restoration.</i>		
Emergency Overflow/ Spillway	Rock Missing	Only one layer of rock exists above native soil in an area five square feet or larger, or any exposure of native soil at the top of out flow path of spillway.	Rocks and pad depth are restored to design standards. (Riprap on inside slopes need not be replaced.)		
Emergency Overflow/ Spillway	Erosion	Erosion damage over 2 inches deep where cause of damage is still present or where there is potential for continued erosion. Any erosion observed on a compacted berm embankment.	Slopes stabilized using appropriate erosion control measure(s); e.g., rock reinforcement, planting of grass, compaction. <i>If erosion is occurring on compacted berms a professional engineer should be consulted to resolve source of erosion.</i>		

If you are unsure whether a problem exists, please contact Thurston County for technical assistance.

#19 – Maintenance Checklist for Fencing/Shrubbery Screen/Other Landscaping:

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
General	Missing or Broken Parts/Dead Shrubbery	Any defect in the fence or screen that permits easy entry to a facility.	Fence is mended or shrubs replaced to form a solid barrier to entry.		
General	Erosion	Erosion has resulted in an opening under a fence that allows entry by people or pets.	Soil under fence replaced so that no opening exceeds 4 inches in height.		
General	Unruly Vegetation	Shrubbery is growing out of control or is infested with weeds. See also Thurston County Noxious weeds list.	Shrubbery is trimmed and weeded to provide appealing aesthetics. Do not use chemicals to control weeds.		
Fences	Damaged Parts	Posts out of plumb more than 6 inches.	Posts plumb to within 1.5 inches of plumb.		
Fences	Damaged Parts	Top rails bent more than 6 inches.	Top rail free of bends greater than 1 inch.		
Fences	Damaged Parts	Any part of fence (including posts, top rails, and fabric) more than 1 foot out of design alignment.	Fence is aligned and meets design standards.		
Fences	Damaged Parts	Missing or loose tension wire.	Tension wire in place and holding fabric.		
Fences	Damaged Parts	Missing or loose barbed wire that is sagging more than 2.5 inches between posts.	Barbed wire in place with less than three-fourth inch sag between posts.		
Fences	Damaged Parts	Extension arm missing, broken, or bent out of shape more than 1.5 inches.	Extension arm in place with no bends larger than three-fourth inch.		
Fences	Deteriorated Paint or Protective Coating	Part or parts that have a rusting or scaling condition that has affected structural adequacy.	Structurally adequate posts or parts with a uniform protective coating.		
Fences	Openings in Fabric	Openings in fabric are such that an 8-inch diameter ball could fit through.	No openings in fabric.		

#20 – Maintenance Checklist for Grounds (Landscaping):

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
General	Weeds (nonpoisonous)	Weeds growing in more than 20 percent of the landscaped area (trees and shrubs only). See also Thurston County Noxious weeds list.	Weeds present in less than five percent of the landscaped area.		
General	Insect Hazard	Any presence of poison ivy or other poisonous vegetation or insect nests.	No poisonous vegetation or insect nests present in landscaped area.		
General	Trash or Litter	See Detention Ponds (Checklist #1).	See Detention Ponds (Checklist #1).		
General	Erosion of Ground Surface	Noticeable rills are seen in landscaped areas.	Causes of erosion are identified and steps taken to slow down/spread out the water. Eroded areas are filled, contoured, and seeded.		
Trees and shrubs	Damage	Limbs or parts of trees or shrubs that are split or broken which affect more than 25 percent of the total foliage of the tree or shrub.	Trim trees/shrubs to restore shape. Replace trees/shrubs with severe damage.		
Trees and shrubs	Damage	Trees or shrubs that have been blown down or knocked over.	Tree replanted, inspected for injury to stem or roots. Replace if severely damaged.		
Trees and shrubs	Damage	Trees or shrubs which are not adequately supported or are leaning over, causing exposure of the roots.	Stakes and rubber-coated ties placed around young trees/shrubs for support.		

#21 – Maintenance Checklist for Gates:

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
General	Damaged or Missing Components	Gate is broken, jammed, or missing.	Pond has a functioning gate to allow entry of people and maintenance equipment such as mowers and backhoe. If a lock is used, make sure the county field staff have a key.		
General	Damaged or Missing Components	Broken or missing hinges such that gate cannot be easily opened and closed by one maintenance person.	Hinges intact and lubed. Gate is working freely.		
General	Damaged or Missing Components	Gate is out of plumb more than 6 inches and more than 1 foot out of design alignment.	Gate is aligned and vertical.		
General	Damaged or Missing Components	Missing stretcher bands, and ties.	Stretcher bar, bands, and ties in place.		

#22 – Maintenance Checklist for Conveyance Systems (Pipes and Ditches):

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Pipes	Sediment & Debris	Accumulated sediment that exceeds 20 percent of the diameter of the pipe.	Pipe cleaned of all sediment and debris.		
Pipes	Vegetation	Vegetation that reduces free movement of water through pipes.	Vegetation does not impede free movement of water through pipes. <i>Prohibit use of sand and sealant application and protect from construction runoff.</i>		
Pipes	Damaged (Rusted, Bent or Crushed)	Protective coating is damaged: rust is causing more than 50 percent deterioration to any part of pipe.	Pipe repaired or replaced.		
Pipes	Damaged (Rusted, Bent or Crushed)	Any dent that significantly impedes flow (i.e. decreases the cross section area of pipe by more than 20 percent).	Pipe repaired or replaced.		
Pipes	Damaged (Rusted, Bent or Crushed)	Pipe has major cracks or tears allowing groundwater leakage.	Pipe repaired or replaced.		
Open Ditches	Trash & Debris	Dumping of yard wastes such as grass clippings and branches. Unsightly accumulation of non-degradable materials such as glass, plastic, metal, foam, and coated paper.	No trash or debris present. Trash and debris removed and disposed of as prescribed by the County.		
Open Ditches	Sediment Buildup	Accumulated sediment that exceeds 20 percent of the design depth.	Ditch cleaned of all sediment and debris so that it matches design.		
Open Ditches	Vegetation	Vegetation (e.g. weedy shrubs or saplings) that reduces free movements of water through ditches.	Water flows freely through ditches. Grassy vegetation should be left alone.		
Open Ditches	Erosion Damage to Slopes	Erosion damage over 2 inches deep where cause of damage is still present or where there is potential for continued erosion.	No erosion damage present. Slopes stabilized using appropriate erosion control measure(s); e.g., rock reinforcement, planting of grass, compaction.		
Open Ditches	Erosion Damage to Slopes	Any erosion observed on a compacted berm embankment.	<i>If erosion is occurring on compacted berms a professional engineer should be consulted to resolve source of erosion.</i>		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Open Ditches	Rock Lining Out of Place or Missing (If Applicable)	Native soil is exposed beneath the rock lining.	Rocks replaced to design standards.		

If you are unsure whether a problem exists, please contact Thurston County for technical assistance.

#23 – Maintenance Checklist for Media Filter Drain (BMP MF.04):

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
No Vegetation Zone adjacent to pavement	Erosion, Scour, or Vehicular Damage	No vegetation zone uneven or clogged so that flows are not uniformly distributed.	Area leveled and cleaned so that flows are spread evenly.		
No Vegetation Zone adjacent to pavement	Sediment Accumulation on Edge of Pavement	Flows no longer sheet flowing off of roadway. Sediment accumulation on pavement edge exceeds top of pavement elevation.	No sediment accumulation on pavement edge that impedes sheet flow. Sediment deposits removed such that flows can sheet flow off of roadway.		
Vegetated Filter	Sediment Accumulation on Grass	Sediment depth exceeds 2 inches.	Sediment deposits removed; slope is re-leveled so that flows pass evenly through Ecology Embankment.		
Vegetated Filter	Excessive Vegetation or Undesirable Species	When the grass becomes excessively tall, when nuisance weeds and other vegetation starts to take over or shades out desirable vegetation growth characteristics. See also Thurston County Noxious weeds list.	Grass mowed and nuisance vegetation controlled such that flow not impeded. <i>Grass should be mowed to a height that encourages dense even herbaceous growth.</i>		
Vegetated Filter	Erosion, Scour, or Vehicular Damage	Eroded or scoured areas due to flow channelization, high flows or vehicular damage.	No eroded or scoured areas. <i>For ruts or bare areas less than 12 inches wide, repair the damaged area by filling with suitable topsoil. The grass will creep in over the rock in time. If bare areas are large, generally greater than 12 inches wide, the filter strip should be re-graded and re-seeded. For smaller bare areas, overseed when bare spots are evident.</i>		
Media Bed	Erosion, Scour, or Vehicular Damage	Eroded or scoured areas due to flow channelization, high flows or vehicular damage.	No eroded or scoured areas. <i>For ruts or areas less than 12 inches wide, repair the damaged area by filling with suitable media. If bare areas are large, generally greater than 12 inches wide, the media bed should be re-graded.</i>		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Media Bed	Sediment Accumulation on Media Bed	Sediment depth inhibits free infiltration of water.	Sediment accumulation does not impeded infiltration. Sediment deposits removed and slope is re-leveled so that flows pass freely through Media Bed.		
Underdrains	Sediment	Depth of sediment within perforated pipe exceeds one-half inch.	Depth of sediment within perforated pipe does not exceed one-half inch. Flush underdrains through access ports and collect flushed sediment.		
General	Trash and Debris Accumulation	Any trash and debris accumulations which exceed one cubic foot per 1,000 square feet. If there is less than the threshold, remove all trash and debris as part of the next scheduled maintenance.	No trash or debris present. Remove trash and debris from media filter.		
General	Flows are Bypassing Ecology Embankment	Evidence of significant flows downslope (rills, sediment, vegetation damage, etc.) of media filter drain.	Facility functions as designed. Sediment deposits removed and slope is re-leveled so that flows pass evenly through media filter drain. If media filter drain is completely clogged, it may require a more extensive repair or replacement.		
General	Media Filter Drain Mix Replacement	Water is seen on surface of the media filter drain mix from storms that are less than the 91st percentile 24-hour rain event (approx. 1.25" in 24 hours). Maintenance also needed on a 10-year cycle and during a preservation project.	No water ponded on surface after design storm. <i>Excavate and replace all the media filter drain mix contained within the media filter drain.</i>		

See also the latest version of the WDOT Highway Runoff Manual for additional maintenance information.

If you are unsure whether a problem exists, please contact Thurston County for technical assistance.

#24 – Maintenance Checklist for Vortechs Stormwater Treatment System:

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
General	Sediment Accumulation	Sediment depth is within 6 inches of dry weather water surface elevation.	Accumulated sediment should be removed.		
General	Trash and Debris Accumulation	Trash and debris accumulated in vault, or pipe inlet/outlet, floatables and non-floatables.	Trash and debris removed from vault, and inlet/outlet piping.		
General	Oil Accumulation	Oil accumulation that exceeds 1 inch at the water surface.	Oil is extracted from vault using vactoring methods. Coalescing plates are cleaned by thoroughly rinsing and flushing. Should be no visible oil depth on water.		
Structure	Damaged Pipes	Inlet or outlet piping damaged or broken and in need of repair.	Pipe repaired and or replaced.		
Structure	Baffles	Baffles corroding, cracking, warping and/or showing signs of failure as determined by maintenance/inspection person.	Baffles repaired or replaced to specifications.		
Structure	Vault Structure Damage – Includes Cracks in Walls, Bottom, Damage to Frame and/or Top Slab	Cracks wider than one-half inch or evidence of soil particles entering the structure through the cracks, or maintenance/inspection personnel determine that the vault is not structurally sound.	Vault replaced or repairs made so that vault meets design specifications and is structurally sound.		
Structure	Vault Structure Damage – Includes Cracks in Walls, Bottom, Damage to Frame and/or Top Slab	Cracks wider than one-half inch at the joint of any inlet/outlet pipe or evidence of soil particles entering through the cracks.	Vault repaired so that no cracks exist wider than one-fourth inch at the joint of the inlet/outlet pipe.		

Designers must also review the most current manufacturer guidelines for any updates or additions to the following O&M requirements.

If you are unsure whether a problem exists, please contact Thurston County for technical assistance.

A vault is a confined space. Visual inspections should be performed aboveground. If entry is required, it should be performed by qualified personnel.

#25 – Maintenance Checklist for Stormceptor System:

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Settling chamber	Excessive Sediment Accumulation	Capacities vary depending on model number ¹ .	Sediments removed.		
Settling chamber	Trash and Floatable Debris Accumulation	Excessive trash and floatable debris accumulation.	Minimal trash or other floatable debris.		
Settling chamber	Excessive Oil Accumulation	Oil exceeds 6 inches in depth or evidence of a spill.	Oil cleaned out.		
Manhole Cover	Cover Damaged/ Not Working	One maintenance person cannot remove lid after applying 80 pounds of lift, corrosion or deformation of cover.	Cover repaired to proper working specifications or replaced.		
Disk Insert	Disk Insert Inlet/ Outlet Obstructed	Inlet or outlet piping obstructed.	Disk insert inlet/outlet free from obstructions.		
Structure	Structure has Cracks in wall, Bottom, and Damage to Frame and/or Top Slab	Cracks wider than one-half inch or evidence of soil particles entering the structure through the cracks, or maintenance/inspection personnel determine that the vault is not structurally sound.	Vault repaired or replaced so that vaults meets design specifications and is structurally sound.		
Structure	Structure has Cracks at the Joint of any Inlet/ Outlet Pipe	Cracks wider than one-half inch at the joint of any inlet/outlet pipe or evidence of soil particles entering through the cracks.	Vault repaired so that no cracks exist wider than one-fourth inch at the joint of inlet/outlet pipe.		

Designers must also review the most current manufacturer guidelines for any updates or additions to the following O&M requirements.

If you are unsure whether a problem exists, please contact Thurston County for technical assistance or the manufacturer's representative.

Note:

¹ Model number and sediment depth capacities:

Sediment Depths Indicating Required Servicing	
Model	Sediment Depth
STC 450i	8"
STC 900	8"
STC 1200	10"
STC 1800	15"
STC 2400	12"
STC 3600	17"
STC 4800	15"
STC 6000	18"
STC 7200	15"
STC 11000	15"
STC 13000	18"
STC 16000	15"

#26 – Maintenance Checklist for Filterra:

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Inlet	Excessive Sediment or Trash Accumulation	Accumulated sediments or trash impair free flow of water into Filterra system.	Inlet free of obstructions and allows free distributed flow of water into Filterra system. Sediments and/or trash removed.		
Mulch Cover	Trash and Floatable Debris Accumulation	Excessive trash and/or debris accumulation.	Minimal trash or other debris on mulch cover. Trash and debris removed and mulch cover raked level.		
Mulch Cover	Ponding of Water on Mulch Cover	Ponding in unit could be indicative of clogging due to excessive fine sediment accumulation or spill of petroleum oils.	Stormwater drains freely and evenly through mulch cover. <i>Recommend contact manufacturer and replace mulch or soil if necessary.</i>		
Vegetation	Plants not Growing or in Poor Condition	Soil/ mulch too wet, evidence of spill. Incorrect plant selection. Pest infestation. Vandalism to plants.	Plants healthy and pest free. <i>Contact manufacturer for advice.</i>		
Vegetation	Excessive Plant Growth	Excessive plant growth inhibits facility function or becomes a hazard for pedestrian and vehicular circulation and safety.	Plants trimmed/pruned in accordance with manufacturer's recommendations to maintain appropriate plant density and aesthetics. Appropriate plants are present.		
Structure	Structure has Cracks in Wall, Bottom, and Damage to Frame and/or Top Slab	Cracks wider than one-half inch or evidence of soil particles entering the structure through the cracks, or maintenance/inspection personnel determine that the structure is not structurally sound.	Structure sealed and structurally sound.		
Structure	Structure has Cracks at the Joint of any Inlet/ Outlet Pipe	Cracks wider than one-half inch at the joint of any inlet/outlet pipe or evidence of soil particles entering through the cracks.	Structure repaired so that no cracks exist wider than one-fourth inch at the joint of inlet/outlet pipe.		

Designers must also review the most current manufacturer guidelines for any updates or additions to the following O&M requirements.

If you are unsure whether a problem exists, please contact Thurston County for technical assistance or the manufacturer's representative.

#27 – Maintenance Checklist for CDS Media Filtration System (MFS) ®:

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency ²	Completed
Media filter vault ³	Sediment Accumulation on Top of Filter Cartridges	Sediment accumulation exceeds one-half inch on top of cartridges.	Minimal sediment deposits on top of cartridges. Excess sediment on cartridges likely indicates that cartridges are plugged and require maintenance.		
Media filter vault ³	Sediment Accumulation in Vault	Sediment accumulation in vault exceeds 6 inches.	Sediment in vault removed.		
Media filter vault ³	Trash and Floatable Debris Accumulation	Excessive trash and floatable debris accumulation in vault.	Minimal trash or other floatable debris in filter vault.		
Media filter cartridges	Filter Cartridges Full	Filter cartridge media appears dark. Check should be performed on a dry day. Requires entry to vault ¹ .	Filter media checked and replaced if needed. If cartridges are plugged with oil, additional treatment or source control BMP may be needed.		
Media filter cartridges	Filter Cartridges Full	Area around cartridges has standing water and cartridges are submerged 24 hours after a storm.	Filter media checked and replaced if needed. If cartridges are plugged with oil, additional treatment or source control BMP may be needed.		
Media filter cartridges	Filter Cartridges Full	Water flowing over the head control box during light storm events and more than 1 inch of floatables has accumulated in the cartridge vent pipe.	Filter media checked and replaced if needed. If cartridges are plugged with oil, additional treatment or source control BMP may be needed.		
Access Cover	Access Cover Damaged/ Not Working	One maintenance person cannot remove lid after applying 80 pounds of lift, corrosion or deformation of cover.	Cover repaired to proper working specifications or replaced.		
Collector manifold	Damaged Piping	Any part of the pipes are crushed or damaged due to corrosion and/or settlement.	Pipe repaired or replaced.		
Vault ³	Vault Structure has Cracks in Wall, Bottom, and Damage to Frame and/or Top Slab	Cracks wider than one-half inch or evidence of soil particles entering the structure through the cracks, or maintenance/inspection personnel determine that the vault is not structurally sound.	Vault repaired or replaced so that vault meets design specifications and is structurally sound.		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency²	Completed
Vault ³	Structure has Cracks at the Joint of any Inlet/Outlet Pipe	Cracks wider than one-half inch at the joint of any inlet/outlet pipe or evidence of soil particles entering through the cracks.	Vault repaired so that no cracks exist at the joint of inlet/outlet pipe.		
Baffles	Baffles	Baffles corroding, cracking, warping, and/or showing signs of failure as determined by maintenance/inspection person.	Baffles repaired or replaced to design specifications.		
Access Ladder	Ladder Rungs Unsafe	Maintenance person judges that ladder is unsafe due to missing rungs, misalignment, rust, or cracks. Ladder must be fixed or secured immediately.	Ladder meets design standards and allows maintenance persons safe access.		

Designers must also review the most current manufacturer guidelines for any updates or additions to the following O&M requirements.

If you are unsure whether a problem exists, please contact Thurston County for technical assistance or the manufacturer's representative.

Notes:

¹ CDS MFS system vault is a confined space. Visual inspections should be performed aboveground. If entry is required it should be performed by qualified personnel.

² Default maintenance is annual.

³ Configuration options include precast or cast in place concrete vaults or precast manhole structures.

#28 – Maintenance Checklist for Aqua Shield Aqua-Swirl:

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Sediment Storage area	Excessive Sediment Accumulation	Sediment accumulation within 36 inches of water surface.	Sediment removed.		
Aqua Swirl Chamber	Trash and Floatable Debris Accumulation	Excessive trash and floatable debris accumulation swirl chamber.	Minimal trash or other floatable debris.		
Manhole Cover	Cover Damaged/ Not Working	One maintenance person cannot remove lid after applying 80 pounds of lift, corrosion or deformation of cover.	Cover repaired to proper working specifications or replaced.		
Structure	Vault Structure has Cracks in Wall, Bottom, and Damage to Frame and/or Top Slab	Cracks wider than one-half inch or evidence of soil particles entering the structure through the cracks, or maintenance/inspection personnel determine that the vault is not structurally sound.	Vault repaired or replaced so that vault meets design specifications and is structurally sound.		
Structure	Vault Structure has Cracks at the Joint of any Inlet/ Outlet Pipe	Cracks wider than one-half inch at the joint of any inlet/outlet pipe or evidence of soil particles entering through the cracks.	Vault repaired so that no cracks exist wider than one-fourth inch at the joint of inlet/outlet pipe.		
Baffles	Baffles	Baffles corroding, cracking, warping, and/or showing signs of failure as determined by maintenance/inspection person.	Baffles repaired or replaced to design specifications.		

Designers must also review the most current manufacturer guidelines for any updates or additions to the following O&M requirements.

If you are unsure whether a problem exists, please contact Thurston County for technical assistance or the manufacturer's representative.

#29 – Maintenance Checklist for Bioretention (BMP LID.08) (Cells, Swales, and Planter Boxes):

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
General	Trash	Trash and debris present.	No trash and debris present.		
Concrete Sidewalls	Cracks or Failure in Concrete Planter Reservoir	Cracks wider than 0.5 inch or maintenance/inspection personnel determine that the planter is not structurally sound.	Concrete repaired or replaced.		
Rockery Sidewalls	Instable Rockery	Rock walls are insecure.	Rockery sidewalls are stable (may require consultation with professional engineer, particularly for walls 4 feet or greater in height).		
Earthen Side Slopes and Berms	Failure in Earthen Reservoir (Embankments, Dikes, Berms, and Side Slopes)	Erosion (gullies/rills) greater than 2 inches around inlets, outlet, and along side slopes.	Source of erosion eliminated and damaged area stabilized (regrade, rock, vegetation, erosion control blanket). For deep channels or cuts (over 3 inches in ponding depth), temporary erosion control measures are in place until permanent repairs can be made.		
Earthen Side Slopes and Berms	Failure in Earthen Reservoir (Embankments, Dikes, Berms, and Side Slopes)	Erosion of sides causes slope to become a hazard.	The hazard is eliminated and slopes are stabilized.		
Earthen Side Slopes and Berms	Failure in Earthen Reservoir Embankments, Dikes, Berms, and Side Slopes)	Settlement greater than 3 inches (relative to undisturbed sections of berm).	The design height is restored with additional mulch.		
Earthen Side Slopes and Berms	Failure in Earthen Reservoir (Embankments, Dikes, Berms, and Side Slopes)	Downstream face of berm or embankment wet, seeps or leaks evident.	Holes are plugged and berm is compacted. May require consultation with professional engineer, particularly for larger berms.		
Earthen Side Slopes and Berms	Failure in Earthen Reservoir (Embankments, Dikes, Berms, and Side Slopes)	Any evidence of rodent holes or water piping around holes if facility acts as dam or berm.	Rodents (see "Pests: Insects/Rodents") removed or destroyed and berm repaired/ compacted.		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Ponding Area	Sediment or Debris Accumulation	Accumulation of sediment or debris to extent that infiltration rate is reduced (see "Ponded water") or surface storage capacity significantly impacted.	Sediment cleaned out to restore facility shape and depth. Damaged vegetation is replaced and mulched. Source of sediment identified and controlled (if feasible).		
Ponding Area	Leaf Accumulation	Accumulated leaves in facility.	No leaves clogging outlet structure or impeding water flow.		
Ponding Area	Basin Inlet via Surface Flow	Soil is exposed or signs of erosion are visible.	Erosion sources repaired and controlled.		
Curb Cut Inlet	Sediment or Debris Accumulation	Sediment, vegetation, or debris partially or fully blocking inlet structure.	Curb cut is clear of debris. Source of the blockage is identified and action is taken to prevent future blockages.		
Splash Block Inlet	Water Not Properly Directed to Facility	Water is not being directed properly to the facility and away from the inlet structure.	Blocks are reconfigured to direct water to facility and away from structure.		
Splash Block Inlet	Erosion	Water disrupts soil media.	Splash block is reconfigure/repared.		
Inlet/outlet pipe	Damaged Pipe	Pipe is damaged.	Pipe is repaired/replaced. No cracks more than 0.25 inched wide at the joint of inlet/outlet pipes exist.		
Inlet/outlet pipe	Clogged Pipe	Pipe is clogged.	Pipe is clear of roots or debris. Source of the blockage is identified and action is taken to prevent future blockages.		
Inlets/outlet and access pathways	Blocked Access	Maintain access for inspections.	Vegetation is cleared within 1 foot of inlets and outlets. Access pathways are maintained.		
Ponding Area	Erosion	Water disrupts soil media.	No eroded or scoured areas in bioretention area. Cause of erosion or scour addressed. A cover of rock or cobbles or other erosion protection measure maintained (e.g., matting) to protect the ground where concentrated water enters or exits the facility (e.g., a pipe, curb cut or swale).		
Trash Rack	Trash or Debris Accumulation	Trash or debris present on trash rack.	No trash or debris on trash rack. Clean and dispose trash.		
Trash Rack	Damaged Trash Rack	Bar screen damaged or missing.	Barrier repaired or replaced to design standards.		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Check Dams and Weirs	Sediment or Debris Accumulation	Sediment, vegetation, or debris accumulated at or blocking (or having the potential to block) check dam, weir, or orifice.	Blockage is cleared. Identify the source of the blockage and take actions to prevent future blockages.		
Check Dams and Weirs	Erosion	Erosion and/or undercutting is present.	No eroded or undercut areas in bioretention area. Cause of erosion or undercutting addressed. Check dam or weir is repaired.		
Check Dams and Weirs	Unlevel Top of Weir	Grade board or top of weir damaged or not level.	Weir restored to level position.		
Flow Spreader	Sediment Accumulation	Sediment blocks 35 percent or more of ports/notches or, sediment fills 35 percent or more of sediment trap.	Sediment removed and disposed of.		
Flow Spreader	Damaged or Unlevel Grade Board/Baffle	Grade board/baffle damaged or not level.	Board/baffle removed and reinstalled to level position.		
Overflow/emergency spillway	Sediment or Debris Accumulation	Overflow spillway is partially or fully plugged with sediment or debris.	No sediment or debris in overflow.		
Overflow/emergency spillway	Erosion	Native soil is exposed or other signs of erosion damage are present.	Erosion repaired and surface of spillway stabilized.		
Overflow/emergency spillway	Missing Spillway Armament	Spillway armament is missing.	Armament replaced.		
Underdrain	Blocked Underdrain	Plant roots, sediment or debris reducing capacity of underdrain. Prolonged surface ponding (see "Bioretention Soil").	Underdrains and orifice are free of sediment and debris.		
Bioretention soil	Ponded Water	Excessive ponding water: Water overflows during storms smaller than the design event or ponded water remains in the basin 48 hours or longer after the end of a storm.	Cause of ponded water is identified and addressed: <ol style="list-style-type: none"> 1. Leaf or debris buildup is removed 2. Underdrain is clear 3. Other water inputs (e.g., groundwater, illicit connections) investigated 4. Contributing area verified If steps #1-4 do not solve the problem, imported bioretention soil is replaced and replanted.		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Bioretention soil	Protection of Soil	Maintenance requiring entrance into the facility footprint.	Maintenance is performed without compacting bioretention soil media.		
Vegetation	Bottom Swale and Upland Slope Vegetation	Less than 75 percent of swale bottom is covered with healthy/ surviving vegetation.	Plants are healthy and pest free. Cause of poor vegetation growth addressed. Bioretention area is replanted as necessary to obtain 75 percent survival rate or greater. Plant selection is appropriate for site growing conditions.		
Trees and shrubs	Causing Problems for Operation of Facility	Large trees and shrubs interfere with operation of the basin or access for maintenance.	Trees and shrubs do not hinder facility performance or maintenance activities. Prune or remove large trees and shrubs.		
Trees and shrubs	Dead Trees and Shrubs	Standing dead vegetation is present.	Trees and shrubs do not hinder facility performance or maintenance activities. Dead vegetation is removed and cause of dead vegetation is addressed. Specific plants with high mortality rate are replaced with more appropriate species.		
Trees and shrubs adjacent to vehicle travel areas (or areas where visibility needs to be maintained)	Safety Issues	Vegetation causes some visibility (line of sight) or driver safety issues.	Appropriate height for sight clearance is maintained. Regular pruning maintains visual sight lines for safety or clearance along a walk or drive. Tree or shrub is removed or transplanted if presenting a continual safety hazard.		
Emergent Vegetation	Conveyance Blocked	Vegetation compromises conveyance.	Sedges and rushes are clear of dead foliage.		
Mulch	Lack of Mulch	Bare spots (without much cover) are present or mulch covers less than 2 inches.	Facility has a maximum 3-inch layer of an appropriate type of mulch and mulch is kept away from woody stems.		
Vegetation	Accumulation of Clippings	Grass or other vegetation clippings accumulate to 2 inches or greater in depth.	Clippings removed.		
Noxious Weeds	Presence of Noxious Weeds	Listed noxious vegetation is present. See Thurston County noxious weed list .	Noxious and nuisance vegetation removed according to applicable regulations. No danger of noxious vegetation where County personnel or the public might normally be. It is strongly encouraged that herbicides and pesticides not be used in order to protect water quality.		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Vegetation	Weeds	Weeds are present (unless on edge and providing erosion control).	Weed material removed and disposed of. It is strongly encouraged that herbicides and pesticides not be used in order to protect water quality.		
Excessive Vegetation	Adjacent Facilities Compromised	Low-lying vegetation growing beyond facility edge onto sidewalks, paths, or street edge poses pedestrian safety hazard or may clog adjacent permeable pavement surfaces due to associated leaf litter, mulch, and soil.	Vegetation does not impede function of adjacent facilities or pose as safety hazard. Groundcovers and shrubs trimmed at facility edge. Excessive leaf litter is removed.		
Excessive Vegetation	Causes Facility to Not Function Properly	Excessive vegetation density inhibits stormwater flow beyond design ponding or becomes a hazard for pedestrian and vehicular circulation and safety.	Pruning and/or thinning vegetation maintains proper plant density and aesthetics. Plants that are weak, broken, or not true to form are removed or replaced in-kind. Appropriate plants are present.		
Irrigation (if any)	NA	Irrigation system present.	Manufacturer's instructions for O&M are met.		
Plant watering	Plant Establishment	Plant establishment period (1-3 years).	Plants are watered as necessary during periods of no rain to ensure plant establishment.		
Summer Watering (after establishment)	Drought Period	Longer term period (3+ years).	Plants are watered as necessary during drought conditions and trees are watered up to five years after planting.		
Spill Prevention and Response	Spill Prevention	Storage or use of potential contaminants in the vicinity of facility.	Spill prevention measures are implemented whenever handling or storing potential contaminants.		
Spill Prevention and Response	Spill Response	Any evidence of contaminants such as oil, gasoline, concrete slurries, paint, etc.	Spills are cleaned up as soon as possible to prevent contamination of stormwater. No contaminants or pollutants present. <i>(Coordinate source control, removal, and/or cleanup with Thurston County Water Resources 360-754-4681 and/or Dept. of Ecology Spill Response 800-424-8802.)</i>		
Safety	Safety (Slopes)	Erosion of sides causes slope to exceed 1:3 or otherwise becomes a hazard.	Actions taken to eliminate the hazard.		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Safety	Safety (Hydraulic Structures)	Hydraulic structures (pipes, culverts, vaults, etc.) become a hazard to children playing in and around the facility.	Actions taken to eliminate the hazard (such as covering and securing any openings).		
Aesthetics	Aesthetics	Damage/vandalism/debris accumulation.	Facility restored to original aesthetic conditions.		
Aesthetics	Edging	Grass is starting to encroach on swale.	Edging repaired.		
Pest Control	Pests: Insects/Rodents	Pest of concern is present and impacting facility function.	Pests removed or destroyed and facility returned to original functionality. Do not use pesticides or <i>Bacillus thuringiensis israelensis</i> (Bti).		
Pest Control	Mosquitoes	Standing water remains in the basin for more than three days following storms.	All inlets, overflows and other openings are protected with mosquito screens. No mosquito infestation present.		

If you are unsure whether a problem exists, please contact Thurston County for technical assistance.

#30 – Maintenance Checklist for Cisterns (BMP LID.16):

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Roof	Debris Accumulation in Cistern	Debris has accumulated.	No debris in cistern.		
Gutter	Debris Accumulation in Gutter	Debris has accumulated.	No debris in cistern or gutters.		
Screens at the top of downspout and cistern inlet	Debris Accumulation in Cistern	Screen has deteriorated.	Screen is in place and functions as designed.		
Screens at the top of downspout and cistern inlet	Debris Accumulation in Cistern	None. Preventative maintenance.	No debris in cistern or accumulated on screen.		
Low flow orifice	Cistern Overflows Are Too Frequent	Debris or other obstruction of orifice.	Low flow orifice is clean.		
Overflow pipe	Overflow Pipe	Pipe is damaged.	Overflow pipe is watertight and does not leak. Repair/replace.		
Overflow pipe	Overflow Pipe	Pipe is clogged.	Debris removed. Overflow pipe can convey overflow to point of discharge.		
Cistern	Accumulated Debris And/or Sediment	More than 6 inches of accumulation in bottom of cistern.	Accumulated debris and/or sediment removed.		
Training and Documentation	NA	Training / written guidance is required for proper O&M.	Property owners and tenants are provided with proper training and a copy of the Maintenance and Source Control Manual.		
Access and Safety	NA	Access to cistern required for maintenance or cleaning.	Any opening that could allow the entry of people is marked: "DANGER—CONFINED SPACE".		
Pest Control	Mosquito Infestation	Standing water remains for more than three days following storms.	All inlets, overflows, and other openings are protected with mosquito screens. No mosquito infestation present.		

If you are unsure whether a problem exists, please contact Thurston County for technical assistance.

#31 – Maintenance Checklist for Vegetated Roof (BMP LID.10):

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Soil / Growth Medium	Water is Not Infiltrating Properly	Water does not permeate growth media (runs off soil surface).	Facility infiltrates as designed. Aerate or replace media until stormwater infiltrates freely through growth media.		
Soil / Growth Medium	Water is Not Infiltrating Properly	Growth medium thickness is less than design thickness (due to erosion and plant uptake).	Facility infiltrates as designed. Supplement growth medium to design thickness.		
Soil / Growth Medium	Water is Not Infiltrating Properly	Fallen leaves or debris are present.	No leaves or debris present.		
Soil / Growth Medium	Erosion/Scouring	Areas of potential erosion are visible.	Steps taken to repair or prevent erosion. Fill, hand tamp, or lightly compact, and stabilize with additional soil substrate/growth medium and additional plants.		
Erosion Control Measures	Erosion/Scouring	Mat or other erosion control is damaged or depleted during plant establishment period.	Erosion control measures repaired/replaced until 90 percent vegetation coverage attained. Avoid application of mulch on extensive vegetated roofs.		
System Structural Components	Deteriorating Flashing, Gravel Stops, Utilities, or Other Structures on Roof	Flashing, utilities or other structures on roof are deteriorating (can serve as source of metal pollution in vegetated roof runoff).	Structural components inspected for deterioration or failure. Repair/replace as necessary.		
Roof Drain	Sediment, Vegetation, or Debris Accumulation	Sediment, vegetation, or debris blocks 20 percent or more of inlet structure.	Blockages cleared. Problems that led to blockage identified and corrected.		
Roof Drain	Damaged Inlet Pipe	Inlet pipe is in poor condition.	Repaired/replaced.		
Roof Drain	Clogged Inlet Pipe	Pipe is clogged.	Roots or debris removed.		
Vegetation	Plant Coverage	Healthy vegetative coverage falls below 90 percent (unless design specifications stipulate less than 90 percent coverage).	Bare areas planted with vegetation. If necessary, install erosion control measures until percent coverage goal is attained.		
Vegetation (sedums)	NA	Extensive roof with low density sedum population.	Sedums are mulch mowed, creating cuttings from existing plants to encourage colonization.		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Vegetation	Presence of Noxious Weeds	Listed noxious vegetation is present. See Thurston County noxious weed list .	No danger of poisonous vegetation where maintenance personnel or the public might normally be. Noxious and nuisance vegetation removed according to applicable regulations. By law, class A & B noxious weeds must be removed, bagged, and disposed as garbage immediately. Reasonable attempts must be made to remove and dispose of class C noxious weeds. It is strongly encouraged that herbicides and pesticides not be used in order to protect water quality. <i>(Coordinate with Thurston County.) Complete eradication of noxious weeds may not be possible. Compliance with state or local eradication policies required.</i>		
Vegetation	Presence of Weeds	Weeds are present.	Weed material removed and disposed of, with roots manually removed with pincer-type weeding tools, flame weeders, or hot water weeders as appropriate. It is strongly encouraged that herbicides and pesticides not be used in order to protect water quality.		
Vegetation (extensive vegetated roof)	Under Fertilization	Poor plant establishment and possible nutrient deficiency in growth medium.	Organic debris allowed to replenish and maintain long-term nutrient balance and growth medium structure. Conduct annual soil test 2-3 weeks prior to the spring growth flush to assess need for fertilizer. Utilize test results to adjust fertilizer type and quantity appropriately. Minimum amount slow-release fertilizer necessary to achieve successful plant establishment is applied. Apply fertilizer only after acquiring required approval from facility owner and operator. Note that extensive vegetated roofs are designed to require zero to minimal fertilization after establishment (excess fertilization can contribute to nutrient export).		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Vegetation (intensive vegetated roof)	Under Fertilization	Fertilization may be necessary during establishment period or for plant health and survivability after establishment.	Annual soil test conducted 2-3 weeks prior to the spring growth flush to assess need for fertilizer. Utilize test results to adjust fertilizer type and quantity appropriately. Apply minimum amount slow-release fertilizer necessary to achieve successful plant establishment. Apply fertilizer only after acquiring required approval from facility owner and operator. Intensive vegetated roofs may require more fertilization than extensive vegetated roofs.		
Vegetation (trees and shrubs on an intensive vegetated roof)	NA	Pruning as needed.	All pruning of mature trees performed by or under the direct guidance of an ISA certified arborist.		
Irrigation system (if any)	NA	Irrigation system is not working or routine maintenance is needed.	Manufacturer's instructions for O&M have been followed.		
Vegetation (extensive vegetated roof)	NA	Summer watering – Plant establishment period (1-2 years).	Watered weekly during periods of no rain to ensure plant establishment (30 to 50 gallons per 100 square feet).		
Vegetation (extensive vegetated roof)	NA	Summer watering – Longer term period (2+ years).	Watered during drought conditions or more often if necessary to maintain plant cover (30 to 50 gallons per 100 square feet).		
Vegetation (intensive vegetated roof)	NA	Plant establishment period (1-2 years).	Watered deeply, but infrequently, so that the top 6 to 12 inches of the root zone is moist. Use soaker hoses or spot water with a shower type wand when irrigation system not present.		
Vegetation (intensive vegetated roof)	NA	Longer term period (2+ years).	Watered during drought conditions or more often if necessary to maintain plant cover.		
Spill Prevention and Response	NA	Storage or use of potential contaminants in the vicinity of facility.	Spill prevention measures exercised whenever handling or storing potential contaminants.		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Spill Prevention and Response	Release of Pollutants.	Any evidence of contaminants such as oil, gasoline, concrete slurries, paint, etc.	Spills are cleaned up as soon as possible to prevent contamination of stormwater. No contaminants or pollutants present. <i>(Coordinate source control, removal, and/or cleanup with Thurston County Water Resources 360-754-4681 and/or Dept. of Ecology Spill Response 800- 424-8802.)</i>		
Training and Documentation	NA	Training / written guidance is required for proper O&M.	Property owners and tenants provided with proper training and a copy of the Maintenance and Source Control Manual.		
Safety	NA	Insufficient egress /ingress routes and fall protection.	Egress and ingress routes maintained to design standards and fire codes. Ensure appropriate fall protection.		
Aesthetics	Poor Aesthetics	Damage/vandalism/debris accumulation.	Facility restored to original aesthetic conditions.		
Pest Control	Mosquitoes	Standing water remains for more than three days following storms.	Standing water removed. Cause of the standing water identified, and appropriate actions taken to address the problem (e.g., aerate or replace medium, unplug drainage).		

If you are unsure whether a problem exists, please contact Thurston County for technical assistance.

#32 – Maintenance Checklist for Permeable Pavement (BMP LID.09):

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Facility – General Requirements	Unstable Adjacent Area	Runoff from adjacent pervious areas deposits soil, mulch, or sediment on paving.	No deposited soil or other materials on permeable pavement or other adjacent surfacing. All exposed soils that may erode to pavement surface mulched and/or planted.		
Facility – General Requirements	Wearing Course Covered by Adjacent Vegetation	Vegetation growing beyond facility edge onto sidewalks, paths, and street edge.	Vegetation does not impede function of adjacent facilities or pose as safety hazard. Groundcovers and shrubs trimmed to avoid overreaching the sidewalks, paths and street edge.		
Porous asphalt or pervious cement concrete	NA	None. Maintenance to prevent clogging with fine sediment.	Conventional street sweepers equipped with vacuums, water, and brushes or pressure washer used to restore permeability. Vacuum or pressure wash the pavement two to three times annually.		
Porous asphalt or pervious cement concrete	NA	None. Maintenance to prevent clogging with fine sediment.	Use of sand and sealant application prohibited. Protect from construction runoff.		
Porous asphalt or pervious cement concrete	Cracks	Major cracks or trip hazards.	Potholes or small cracks filled with patching mixes. Large cracks and settlement addressed by cutting and replacing the pavement section.		
Porous asphalt or pervious cement concrete	NA	Utility cuts.	Any damage or change due to utility cuts replaced in kind.		
All Pavement Types	Leaf and Debris Accumulation	Fallen leaves or debris.	Removed/disposed.		
Interlocking concrete paver blocks	Missing or Damaged Paver Block	Interlocking paver block missing or damaged.	Individual damaged paver blocks removed and replaced or repaired per manufacturer's recommendations.		
Interlocking concrete paver blocks	Settlement	Settlement of surface. When deviation from original grade impedes function.	Original grade re-established. May require resetting.		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
All pavement types	All Pavement Types	Sediment or debris accumulation between paver blocks, on surface of pavement, or in grid voids.	Sediment at surface does not inhibit infiltration. Remove/dispose of sediment.		
Interlocking concrete paver blocks	Void material is missing or low	Loss of aggregate material between paver blocks.	Refill per manufacturer's recommendations.		
Open-celled paving grid with gravel	Loss of Aggregate Material in Paving Grid	Loss of aggregate material in grid.	Aggregate gravel level maintained at the same level as the plastic rings or no more than 0.25 inch above the top of rings. Refill per manufacturer's recommendations.		
Open-celled paving grid with grass	Lack of Grass Coverage	Loss of soil and/or grass material in grid.	Refill and/or replant per manufacturer's recommendations. Growing medium restored, facility aerated and reseeded or planted, and vegetated area amended as needed.		
Inlet/outlet pipe	Pipe is Damage	Pipe is damaged.	Pipe is repaired/replaced.		
Inlet/outlet pipe	Pipe is Clogge	Pipe is clogged.	Roots or debris is removed.		
Inlet/outlet pipe	Erosion	Native soil exposed or other signs of erosion damage present.	No eroded or scoured areas Cause of erosion or scour is addressed.		
Underdrain pipe	Blocked Underdrain	Plant roots, sediment or debris reducing capacity of underdrain (may cause prolonged drawdown period).	Underdrains and orifice free of sediment and debris. Jet clean or rotary cut debris/roots from underdrain(s). If underdrains are equipped with a flow restrictor (e.g., orifice) to attenuate flows, the orifice must be cleaned regularly.		
Spill Prevention and Response	NA	Storage or use of potential contaminants in the vicinity of facility.	Spill prevention measures exercised whenever handling or storing potential contaminants.		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Spill Prevention and Response	Release of Pollutants	Any evidence of contaminants such as oil, gasoline, concrete slurries, paint, etc.	Spills are cleaned up as soon as possible to prevent contamination of stormwater. No contaminants or pollutants present. <i>(Coordinate source control, removal, and/or cleanup with Thurston County Water Resources 360-754-4681 and/or Dept. of Ecology Spill Response 800- 424-8802.)</i>		

If you are unsure whether a problem exists, please contact Thurston County for technical assistance.

#33 – Maintenance Checklist for Downspout (BMP LID.05), Sheet Flow (BMP LID.06), and Concentrated Flow Dispersion (BMP LID.07) Systems:

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Splash block	Water Directed Toward Building	Water is being directed towards building structure.	Water directed away from building structure.		
Splash block	Water Causing Erosion	Water disrupts soil media.	Blocks are reconfigured/ repaired and media is restored.		
Transition zone	Erosion	Adjacent soil erosion; uneven surface creating concentrated flow discharge; or less than 2 foot of width.	No eroded or scoured areas. Cause of erosion or scour is addressed.		
Dispersion trench	Concentrated Flow	Visual evidence of water discharging at concentrated points along trench (normal condition is a "sheet flow" from edge of trench; intent is to prevent erosion damage).	No debris on trench surface. Notched grade board or other distributor type is aligned to prevent erosion. Trench is rebuilt to standards, if necessary.		
Surface of trench	Accumulated Debris	Accumulated trash, debris, or sediment on drain rock surface impedes sheet flow from facility.	Trash or debris is removed/disposed in accordance with local solid waste requirements.		
Surface of trench	Vegetation Impeding Flow	Vegetation/moss present on drain rock surface impedes sheet flow from	Freely draining drain rock surface.		
Pipe(s) to trench	Accumulated Debris in Drains	Accumulation of trash, debris, or sediment in roof drains, gutters, driveway drains, area	No trash or debris in roof drains, gutters, driveway drains, or area drains.		
Pipe(s) to trench	Accumulated Debris in Inlet Pipe	Pipe from sump to trench or drywell has accumulated sediment or is plugged.	No sediment or debris in inlet/outlet pipe screen or inlet/outlet pipe.		
Pipe(s) to trench	Damaged Pipes	Cracked, collapsed, broken, or misaligned drain pipes.	No cracks more than 0.25-inch wide at the joint of the inlet/outlet pipe.		
Sump	Accumulated Sediment	Sediment in the sump.	Sump contains no sediment.		
Access lid	Hard to Open	Cannot be easily opened.	Access lid is repaired or replaced.		
Access lid	Buried	Buried.	Access lid functions as designed (refer to record drawings for design intent).		
Access lid	Missing Cover	Cover missing.	Cover is replaced.		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Rock pad	Inadequate Rock Cover	Only one layer of rock exists above native soil in area 6 square feet or larger, or any exposure of native	Rock pad is repaired/replaced to meet design standards.		
Rock pad	Erosion	Soil erosion in or adjacent to rock pad.	Rock pad is repaired/replaced to meet design standards.		
Dispersal Area	Erosion	Erosion (gullies/ rills) greater than 2 inches deep in dispersal area.	No eroded or scoured areas. Cause of erosion or scour is addressed.		
Dispersal Area	Accumulated Sediment	Accumulated sediment or debris to extent that blocks or channelizes flow path.	No excess sediment or debris in dispersal area. Sediment source is addressed (if feasible).		
Ponded water	Ponded Water	Standing surface water in dispersion area remains for more than 3 days after the end of a storm event.	System freely drains and there is no standing water in dispersion area between storms. The cause of the standing water (e.g., grade depressions, compacted soil) is addressed.		
Vegetation	Plant Survival	Dispersal area vegetation in establishment period (1-2 years, or additional 3rd year) during extreme dry weather).	Vegetation is healthy and watered weekly during periods of no rain to ensure plant establishment.		
Vegetation	Lack of Vegetation Allowing Erosion	Poor vegetation cover such that erosion is occurring.	Vegetation is healthy and watered. No eroded or scoured areas are present. Cause of erosion or scour is addressed. Plant species are appropriate for the soil and moisture conditions.		
Vegetation	Vegetation Blocking Flow	Vegetation inhibits dispersed flow along flow path.	Vegetation is trimmed, weeded, or replanted to restore dispersed flow path.		
Vegetation	Presence of Noxious Weeds	Any noxious or nuisance vegetation which may constitute a hazard to county personnel or the public.	Noxious and nuisance vegetation removed according to applicable regulations. No danger of noxious vegetation where county personnel or the public might normally be.		
Pest Control	Mosquito Infestation	Standing water remains for more than three days following storms.	All inlets, overflows and other openings are protected with mosquito screens. No mosquito infestation present.		
Rodents	Presence of Rodents	Rodent holes or mounds disturb dispersion flow paths.	Rodents removed or destroyed, holes are filled, and flow path is revegetated.		

If you are unsure whether a problem exists, please contact Thurston County for technical assistance.

#34 – Maintenance Checklist for Rain Gardens (BMP LID.08A):

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Facility – General Requirements	Mosquitoes	Standing water remains for more than three days following storms.	All inlets, overflows and other openings are protected with mosquito screens. No mosquito infestation present. Rain garden drains freely and there is no standing water between storms. Cause of the standing water is addressed (see “Ponded water”).		
Footprint area	Trash	Trash and debris present.	No trash or debris present.		
Footprint area	Debris Accumulation	Accumulated leaves in facility.	No leaves clogging outlet structure or impeding water flow.		
Earthen side slopes and berms	Erosion	Persistent soil erosion on slopes.	No eroded or scoured areas. Cause of erosion or scour is addressed.		
Rockery sidewalls	Unstable Rockery	Rockery side walls are insecure.	Rockery sidewalls are stable (may require consultation with engineer, particularly for walls 4 feet or greater in height).		
Rain garden bottom area	Sediment Accumulation	Visible sediment deposition in the rain garden that reduces drawdown time of water in the rain garden.	No sediment accumulation in rain garden, Source of sediment addressed.		
Mulch	Lack of Mulch	Bare spots (without mulch cover) are present or mulch depth less than 2 inches.	Facility has a minimum 2- to 3-inch layer of an appropriate type of mulch and is kept away from woody stems.		
Splash block inlet	Water Not Properly Directed to Rain Garden	Water is not being directed properly to the rain garden and away from the inlet structure. Water splashes adjacent buildings.	Blocks are reconfigured to direct water to rain garden and away from structure.		
Pipe inlet/outlet	Erosion	Rock or cobble is removed or missing and concentrated flows are contacting soil.	No eroded or scoured areas. Cause of erosion or scour is addressed. Cover of rock or cobbles protects the ground where concentrated water flows into the rain garden from a pipe or swale.		
Pipe inlet/outlet	Accumulated Debris	Accumulated leaves, sediment, debris or vegetation at curb cuts, inlet or outlet pipe.	Blockage is cleared.		
Pipe inlet/outlet	Damaged Pipe	Pipe is damaged	Pipe is repaired/replaced.		
Pipe inlet/outlet	Clogged Pipe	Pipe is clogged.	Pipe is clear of roots and debris.		

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Access	Blocked Access	Maintain access for inspections.	Vegetation is cleared or transplanted within 1 foot of inlets and outlets.		
Ponded water	Ponded Water	Excessive ponding water: Ponded water remains in the rain garden more than 48 hours after the end of a storm.	Rain garden drains freely and there is no standing water in the rain garden between storms. Leaf litter/debris/sediment is removed.		
Overflow	Blocked Overflow	Capacity reduced by sediment or debris.	No sediment or debris in overflow.		
Vegetation	Blocking Site Distances and Sidewalks	Vegetation inhibits sight distances and sidewalks.	Sidewalks and sight distances along roadways and sidewalks are kept clear.		
Vegetation	Vegetation Blocking Pipes	Vegetation is crowding inlets and outlets.	Inlets and outlets in the rain garden are clear of vegetation.		
Vegetation	Unhealthy Vegetation	Yellowing: possible Nitrogen (N) deficiency Poor growth: possible Phosphorous (P) deficiency. Poor flowering, spotting or curled leaves, or weak roots or stems: possible Potassium (K) deficiency.	Plants are healthy and appropriate for site conditions.		
Vegetation	Weeds	Presence of weeds.	Weeds are removed (manual methods preferred) and mulch is applied.		
Summer watering (years 1-3)	Plant Establishment	Tree, shrubs and groundcovers in first three years of establishment period.	Plants are watered during plant establishment period (years 1-3).		
Summer watering (after establishment)	Drought Conditions	Vegetation requires supplemental water.	Plants are watered during drought conditions or more often if necessary during post-establishment period (after 3 years).		

If you are unsure whether a problem exists, please contact Thurston County for technical assistance.

#35 – Maintenance Checklist for Trees:

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Tree	Excess or unhealthy growth	Health of tree at risk, or tree in conflict with other infrastructure.	Tree pruned according to industry standards to promote tree health and longevity.		
Tree	NA	Young tree (i.e., within first three years).	Tree provided with supplemental irrigation and fertilization (as needed) during first three growing seasons.		
Tree	NA	Evidence of pest activity affecting tree health.	Pest management activities implemented to reduce or eliminate pest activity, and to restore tree health.		
Tree	Dead or Declining	Dead, damaged or declining.	Tree is replaced per planting plan or acceptable substitute.		
Tree	Dead or Declining	Dead, damaged or declining.	Tree is replaced per planting plan or acceptable substitute.		

If you are unsure whether a problem exists, please contact Thurston County for technical assistance.

#36 – Maintenance Checklist for Downspout Full Infiltration Systems (BMP LID.04):

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance Is Performed	Maintenance Frequency	Completed
Rock trench/well	Inflow disruption	Accumulated trash, debris, or sediment on drain rock surface impeding sheet flow into facility.	Sheet flow re-established. Material removed and disposed of in accordance with applicable solid waste requirements.		
Rock trench/well	Inflow disruption	Vegetation/moss present on drain rock surface impeding sheet flow into facility.	Material removed and sheet flow re-established.		
Rock trench/well	Inflow disruption	Water ponding at surface, or standing water in subgrade observation port.	Inflow to facility is consistent and no ponding is observed. Inlet piping is clear and/or rock or sand reservoirs have been replaced.		
Inlet/outlet pipe conveyance	Conveyance blockage	Accumulation of trash, debris, or sediment in roof drains, gutters, driveways drains, area drains, etc.	Conveyance systems are clear of debris and free-flowing.		
Inlet/outlet pipe conveyance	Conveyance blockage	Pipes to or from sump, trench, or drywell have accumulated sediment or is plugged.	Pipe systems are clear of debris and free-flowing.		
Inlet/outlet pipe conveyance	Conveyance damage	Pipes to or from sump, trench, or drywell is cracked, broken, or misaligned.	Pipe systems are undamaged and free-flowing.		
Roof downspout	Splash pad malfunction	Splash pad missing or damaged.	Splash pad installed and functioning correctly		
Storage sump	Sediment in sump	Excess sediment accumulate in sump.	Material removed and disposed of in accordance with applicable solid waste requirements.		
Storage sump	Access lid problems	Access lid cannot be opened or is missing.	Access lid is functioning as designed. Refer to record drawings to confirm type, function, and required components.		

#37 – Maintenance Checklist for Dead-End Sump Vaults:

Drainage System Feature	Defect or Problem	Condition When Maintenance Is Needed	Results Expected When Maintenance is Performed	Maintenance Frequency	Completed
General	Trash/Debris Accumulation	Trash and debris accumulated in vault, pipe or inlet (includes floatables and non-floatables).	No trash or debris present. Any trash and debris removed from dead-end sump vault.		
General	Sediment/ Liquid Accumulation in Vault	Sediment/liquid accumulation in vault exceeds the half the depth of the vault.	No sediment/liquid in dead-end sump vault. <i>(If sediment contamination is a potential problem, sediment should be tested regularly to determine leaching potential prior to disposal.)</i>		
General	Damaged Pipe	Inlet piping damaged or broken and in need of repair.	Pipe repaired and/or replaced.		
General	Access Cover Damaged/Not Working	Cover cannot be opened or removed, by one person. Corrosion/deformation of cover.	Cover repaired to proper working specifications or replaced.		
Vault Structure	Damage – Includes Cracks in Walls Bottom, Damage to Frame and/or Top Slab	Maintenance/inspection personnel determine that the vault is not structurally sound.	Vault replaced or repairs made so that vault meets design specifications and is structurally sound.		
Vault Structure	Damage – Includes Cracks in Walls Bottom, Damage to Frame and/or Top Slab	Cracks wider than one-half-inch at the joint of any inlet/outlet pipe or evidence of soil particles entering through the cracks.	Vault repaired so that no cracks exist wider than one-fourth inch at the joint of the inlet/outlet pipe.		

If you are unsure whether a problem exists, please contact Thurston County for technical assistance.

A vault is a confined space. Visual inspections should be performed aboveground. If entry is required, it should be performed by qualified personnel.