**Maintenance Activity Log**

Maintenance personnel may use the activity log to record drainage features inspected and problems identified during each inspection. Actions taken and corrective actions recommended should also be noted. If you are unsure whether a problem exists, please contact Thurston County for technical assistance. Inspections for all drainage system features should be conducted:

* Monthly from October through April;
* Annually, once in late summer (preferably September); and
* Storm-based, after any major storm (use 1 inch of rainfall in 24 hours as a guideline).

**Safety Warning:**

Per OSHA regulations and for your safety, you should never stick your head or any part of your body into a manhole, catch basin, vault, or other type of confined space. NO PART OF YOUR BODY SHOULD BREAK THE PLANE OF THE OPEN HOLE.

| Drainage Feature | Inspection Results | Maintenance Completed | Date | Comments |
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