

Inspection/Maintenance Checklist (Sample)*

This checklist reflects the inspection and maintenance activities that are generally recommended for rain gardens, swales and stormwater planters.

Before visiting the site

- _____ Review the operations and maintenance plan.
- _____ Review the as-built or design report (locations of inlets/outlets, plantings, irrigation, etc.)
- _____ Review past inspection and maintenance reports (historical problems, previous observations, etc.)

Hazards

Spills

- _____ Record the nature and extent of any spills and the response if it has or could negatively affect stormwater.

Animals/Wildlife

- _____ Record any indication of rodents, mosquitoes, other insects or pests.
- _____ Fill holes and burrows in and around facility.
- _____ Contact animal control specialist to remove or trap animals if they are negatively affecting facility function.

Trash/Debris

- _____ Remove trash, debris and other items and dispose of appropriately.

Erosion

- _____ Fill erosion channels with approved topsoil or soil mix and stabilize using appropriate methods (erosion control matting, etc.). †
- _____ Install or repair energy dissipater at inlet if erosion is occurring there. †
- _____ Add/repair check dams (as appropriate). Re-construct check dams as needed to slow flows and spread stormwater across full surface of facility. †
- _____ In facilities where mulch is appropriate (e.g. exposed soils), add 2-4 inches mulch above high water mark to prevent erosion. (Check with local jurisdiction on the use of mulch in facilities)
- _____ Sweep catchment area to prevent sediment from entering facility (as appropriate).

Sediment

- _____ Remove sediment from the surface of the facility when it reaches 2-3 inches in depth.
- _____ Remove sediment from inlets (trench drains, curb cuts, area drains and pipes) so water is not prevented from entering facility.
- _____ Rake areas of bare soil after removing sediment.
- _____ Replace any plants that may have been removed during sediment removal. (see Vegetation section)

* Refer to the site O&M Plan or contact the local jurisdiction to determine the site inspection maintenance checklist required for the facility you are working on.

† Contact the local jurisdiction for possible solutions to erosion issues.

Vegetation

Watering

- _____ If the facility has an irrigation system, adjust the irrigation schedule for each season.
- _____ Inspect plantings during dry periods and look for signs of stress.
- _____ Water plants as needed.
- _____ Adjust irrigation system if there is evidence of overspray outside the facility.

Common Weeds and Invasive Plants

- _____ Remove weeds from the facility (In facilities with liners, this includes volunteer trees that seed themselves into the facility whose roots could damage the underground plumbing and liner).
- _____ To reduce future weeds, add 2-4 inches of mulch above the high water mark (Keeping mulch out of the wet zone prevents it from washing out of the facility and clogging outlets).

Plant Replacement

- _____ Note dead vegetation and determine the reason plant died (lack of water, wrong plant for location, disease, etc.).
- _____ Replace dead vegetation with plants appropriate for the moisture zone and solar exposure. To choose replacement vegetation, see the original planting plan, contact the local jurisdiction, or see the Plant Replacement Section of the Field Guide for plants that work well in LID stormwater facilities.

- _____ Add vegetation to cover large areas of exposed soil or in flow path to prevent erosion.
- _____ When adding new vegetation to the facility, spread 2-4 inches of mulch above the high water mark to reduce competition from weeds (To prevent mulch from washing out of the facility and clogging outlets, do not add mulch to the wet zone of the facility).
- _____ Protect vegetation if there is evidence of animal damage.

Pruning

- _____ Trim trees, shrubs and herbaceous plants as needed (follow height guidelines on p. 23 of the Field Guide).
- _____ Cut and remove grasses that are lying down (cut to a height of 10 inches).
- _____ Trim plants to clear inlets and outlets. Clear a 12 inch area at the inlet & outlet.
- _____ Remove pruned material and dispose of appropriately or compost outside the facility.

Irrigation System

- _____ Inspect the system components for breaks, leaks and blockages. Repair as needed.
- _____ Drain the lines in preparation for the winter season.

Structures

_____ Note-document any structures that are damaged or broken.

Pipes and Under Drains

_____ Clean out sediment from clogged pipes, trench drains, underdrains and outlets.

_____ Replace outlet covers, as appropriate.

_____ Attach screens on outlet stand pipes to prevent pests and debris from entering storm pipes.

_____ Jet clean or rotary cut debris/roots from under drains so the pipes can drain and standing water is not present during dry weather.

Liners

_____ Re-attach liners to planter walls to protect building foundations.

_____ Repair and/or reposition downspout extensions and splash pads to direct stormwater away from building foundations.

_____ Cover exposed liners with 2 to 4 inches of soil to prevent solar damage.

Check Dams

_____ Replace pipes, as appropriate.

_____ Repair check dams as needed.

- Check dams need to spread the flow of stormwater across the entire surface of the facility (or through the notch in the middle) to prevent erosion.
- Make sure the check dam is at the right height. A check dam that is too high can force water to flow back out of the facility.