

# Inspection and Maintenance Log (Sample)\*

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

Site name:			
Site address:			
	Date: (mm/dd/yy)	Crew (names):	
	Hours since last storm:	# of staff hours at the facility:	
	<b>What did you see?</b>	<b>What did you do?</b>	
<b>Safety Concerns</b>			
Can you access the facility easily?			
Foreign/dangerous objects?			
Any spilled material/spill potential?			
Vandalism, undesirable activity?			
Evidence of the public entering facility?			
<b>Trash</b>			
Trash, debris, pet waste, etc.?			
<b>Animals/Wildlife</b>			
Any burrows or nests?			
Mosquitoe larvae?			
Animal droppings?			
<b>Vegetation</b>			
Overgrown vegetation?			

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

<b>Vegetation</b>	<b>What did you see?</b>	<b>What did you do?</b>
Dead plant count (Trees, shrubs, grasses, etc.)		
Large areas of bare soil?		
Weeds? What species? (see Weeds/Invasives section)		
How much of facility covered in weeds?		
Vegetation or debris obstructing inlets/outlets?		
<b>Soil/Erosion</b>		
Erosion, undercutting, scouring?		
<b>Sediment</b>		
How many inches of accumulated sediment?		
How much of the surface area is covered by sediment?		
Any unusual odors, colors, sheen on the soil?		
Is the facility flowing and draining as designed?		
Standing water? (Hours since last rainfall)		
<b>Structures</b>		
Inlet/Outlet (rusting, cracked, misaligned?)		
Pipes (clogged, damaged, etc.?)		
Any problems with other structures?(liner, curb, check dams, grates, fence, etc.)		
<b>Other Observations</b>		