

# Inspection Schedule & Checklist

## Typical Inspection / Maintenance Schedule for Stormwater Pond Facilities

Activity	Schedule/Frequency
Inspect pond area for oil sheens or trash	Monthly
Inspect exterior of catch basins	Monthly and after storm
Inspect pond area, sidewalls, and shoreline for erosion, settlement, rodent damage, and insects	Quarterly
Inspect fences, gates and locks	Quarterly
Inspect bioswales for vegetation cover and bare areas	Quarterly
Inspect ditches, check dams, and all visible pipes and culverts for trash, obstructions and other problems	Quarterly and after storm events
Inspect inlets and outlets for trash, obstructions, and vegetation	Quarterly and after storm events
Inspect trash racks, debris barriers, and energy dissipaters	Quarterly and after storm events
Inspect water levels in the pond	After storm events
Inspect pond area for undesirable or poisonous vegetation and noxious weeds	Semi-annually, during growing season
Pond area sediment accumulation (pond bottom)	Annually
Inspect interior of catch basins for debris and sediment	Annually
Inspect spillway for vegetation overgrowth and ease of heavy equipment access	Annually
Inspect inside type 2 catch basins, including flow restrictor/orifice plate	Annually
Inspect access ramps for ease of heavy equipment access	Annually

### Stormwater System Inspection Checklist

INSPECTOR'S NAME & DATE:

NAME & ADDRESS OF FACILITY:

GENERAL OBSERVATIONS (IS WATER FLOWING?):

WEATHER:

	Checked? (Y/N)	Maintenance Needed? (Y/N)	Maintenance Completed/ Observations & Remarks
<b>Type 1 catch basins</b>			
Look for debris and sediment blocking catch basin grate. If found, remove.			
Inspect filter. Change if torn; clean if clogged; monitor for blockages.			
Look for sediment and trash in catch basin sump. Clean out if sediment fills 60% of the sump or comes within 6" of a pipe.			
Look for damage or cracks to frame, grate, basin walls or bottom. If found, repair or replace.			
<b>Type 2 catch basins</b>			
Remove trash blocking grates or inlets; replace if broken.			
Remove lid and check for sediment accumulation. Remove trash. Remove sediment if more than 1/3 full.			
Check integrity of ladder rungs, cleanout gate, and orifice plate. If bent or obstructed, take appropriate action.			
Have cracks in wall or bottom repaired as necessary.			
<b>Conveyances (ditches, bioswales, culverts, and pipes)</b>			
Check for undercutting, scouring, and slumping. If found, repair or maintain.			
Remove all trash and loose sediment. Remove sediment if it will impede water flow or clog downstream structures.			
Maintain vegetation; mow or cut back if impedes water movement or grass health.			
Repair check dams as necessary.			
Remove any dumped yard waste.			
In ditches and swales, check for integrity of grass, check dams, inlets, and outlets. Remove shrubs and trees.			

	Checked? (Y/N)	Maintenance Needed? (Y/N)	Maintenance Completed/ Observations & Remarks
<b>Components of the pond</b>			
<b>Inlets and outlets:</b> remove vegetation and debris. Fix erosion and scouring. Fix cause of sediment found below outlet.			
Remove vegetation and debris from <b>trash rack</b> .			
Add rock to <b>energy dissipater</b> if missing.			
If necessary, repair rock on <b>spillway</b> . Remove trees, shrubs, and vegetation over 4". If piping or erosion is visible, consult engineer.			
<b>Pond</b>			
Check for slumping or sloughing of <b>walls</b> . If over 4" of slumping, consult with an engineer. Fix any erosion or scouring. If <b>leaks, piping, or soft spots</b> are found, consult with an engineer.			
If <b>liner</b> visible on bottom, check for holes or replace.			
Clean any oil sheen from water with oil-absorbent pads or vacator truck.			
Check <b>sediment depth</b> near inlet. If more than one foot exists, or there is build up near inlet, the pond needs to be cleaned.			
<b>Vegetation</b>			
On the <b>pond walls/side slopes</b> , mow grass to 4 – 9". Remove clippings. Reseed bare areas.			
On <b>pond surface</b> , emergent vegetation over 50% of the area indicates sediment removal needed.			
On <b>pond bottom</b> , remove tree seedlings.			
Around the pond, remove trees and shrubs that shade sidewall grass or that might have problem roots near pipes and structures.			
Remove invasive and poisonous plants.			
Remove algae if over 10% of surface.			
<b>Access and Safety</b>			
Check integrity of <b>access ramp</b> ; ensure stable and clear for heavy equipment.			
Check integrity and operation of all <b>fences, gates, and locks</b> . Repair as needed for ease of access.			
Remove rodents and insects if evidence found.			
Remove vegetation on fences.			

Attach pictures, summary, sketches, and notes as appropriate.