

## **Appendix C – Summary of General Maintenance Requirements**

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The following are example maintenance schedules that describe suggested routine maintenance for each treatment method. UGRA recommends the use of maintenance schedules that can be adapted based on in-person observations.

# Bioretention Maintenance Schedule

Year: \_\_\_\_\_

Location: \_\_\_\_\_

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Drainage Area</b>												
Free of excessive sediment/dirt												
Free of excessive leaves												
Free of excessive oil / grease												
<b>Forebay or Filter strip</b>												
Remove sediment > than 1"												
Check for erosion and correct												
Remove any unwanted plants												
Remove any trash												
<b>Basin</b>												
Check for erosion & correct												
Check 3" of hardwood mulch & correct												
Check for compacted mulch & correct												
Remove any sediment in basin												
Check Plants, trim, remove weeds												
Remove any trash												
<b>Overflow</b>												
Overflow pipe screen unclogged												
Overflow pipe inlet clear												
Inspect cleanout and outlet												
<b>Berm / Surrounding Area</b>												
Check for erosion & correct												
3" of hardwood mulch (if mulched)												
Check Plants, trim, remove weeds												
Remove any trash												

	Inspector Name, Date	Notes
Jan	_____	_____
Feb	_____	_____
Mar	_____	_____
Apr	_____	_____
May	_____	_____
Jun	_____	_____
Jul	_____	_____
Aug	_____	_____
Sep	_____	_____
Oct	_____	_____
Nov	_____	_____
Dec	_____	_____

# Permeable Pavement Maintenance Schedule

Year: \_\_\_\_\_

Location: \_\_\_\_\_

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Drainage Area &amp; Conveyance</b>												
Free of excessive sediment/dirt												
Free of excessive leaves/other materials												
<b>Permeable Area</b>												
Free of excessive sediment/dirt												
Free of excessive leaves/other materials												
Check for obstructions or ponding*												
Inspect pavers & correct												
Professionally vacuum permeable area												
Replace joint material as needed												
<b>Overflow</b>												
Inspect cleanout												
Inspect outlet orifice and correct												
<b>Other</b>												
*note - ponding must be corrected by infiltration test												
more frequent vacuum treatment												

	Inspector Name, Date	Notes
Jan	_____	_____
Feb	_____	_____
Mar	_____	_____
Apr	_____	_____
May	_____	_____
Jun	_____	_____
Jul	_____	_____
Aug	_____	_____
Sep	_____	_____
Oct	_____	_____
Nov	_____	_____
Dec	_____	_____

# Cistern Maintenance Schedule

Year: \_\_\_\_\_

Location: \_\_\_\_\_

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Drainage Area &amp; Conveyance</b>												
Free of excessive sediment/dirt												
Free of excessive leaves/obstructions												
Gutters operating as designed												
<b>First Flush</b>												
Check for obstructions & clear												
Check drainage & correct												
Check for sediment buildup & clean												
<b>Cistern</b>												
Inspect filters, screens & clean												
Check drainage time, < 144 hours												
Check for leaks & correct												
Check drain valve operation												
Verify all access locked												
Inspect foundation & correct												
Verify safety signage												
<b>Overflow</b>												
Check vector screens & correct												
Inspect overflow path & correct												
Verify overflow path infiltrates/drains												
<b>Other</b>												
Internal inspection every 5 years												

	Inspector Name, Date	Notes
Jan	_____	_____
Feb	_____	_____
Mar	_____	_____
Apr	_____	_____
May	_____	_____
Jun	_____	_____
Jul	_____	_____
Aug	_____	_____
Sep	_____	_____
Oct	_____	_____
Nov	_____	_____
Dec	_____	_____

# Vegetated Filter Strip Maintenance Schedule

Year: \_\_\_\_\_

Location: \_\_\_\_\_

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Drainage Area &amp; Conveyance</b>												
Free of excessive sediment/dirt												
Free of excessive leaves/other materials												
Check for obstructions on drainage edge												
Check edge dropoff to strip > 1" & correct												
<b>Vegetated Filter Strip</b>												
Remove sediment at edge > than 1"												
Check for erosion and correct												
Check Plants, trim, remove weeds												
Remove any trash												
Check for ponding and correct												
Verify original dimensions not modified												

Inspector Name, Date	Notes
Jan	_____
Feb	_____
Mar	_____
Apr	_____
May	_____
Jun	_____
Jul	_____
Aug	_____
Sep	_____
Oct	_____
Nov	_____
Dec	_____

# Riparian Buffer Maintenance Schedule

Year: \_\_\_\_\_

Location: \_\_\_\_\_

	January	February	March	April	May	June	July	August	September	October	November	December
<b>Drainage Area &amp; Conveyance</b>												
Check for erosion and correct												
Free of excessive sediment/dirt												
Verify information signage												
Verify buffer boundary is visible/marked												
<b>Riparian Buffer</b>												
Verify buffer dimensions												
Verify no restricted uses in buffer												
Remove any trash												
Conduct plant inventory												
Remove noxious and invasive plants												
Photo document												
Assess plant health												

	Inspector Name, Date	Notes
Jan	_____	_____
Feb	_____	_____
Mar	_____	_____
Apr	_____	_____
May	_____	_____
Jun	_____	_____
Jul	_____	_____
Aug	_____	_____
Sep	_____	_____
Oct	_____	_____
Nov	_____	_____
Dec	_____	_____