Subsurface Infiltration - Inspection Checklist

Location: _____
Approx. Date of Installation: _____
Inspector: _____
Date/Time of Inspection: _____
Weather Conditions: _____
Days Since Last Rain Event: _____

Suggested Frequency: twice per year and after storm events greater than a 2-year storm; see manufacturer's recommendations for frequency when using plastic arch chambers or similar storage devices

Reference	Item	Inspection Question	Observation
3.1 - General Procedures	1	Is there visual evidence of pollutants in the infiltration basin (e.g. oil sheen, odd discoloration, stains, odors, etc.)?	Y | N | N/A
	2	Are there signs of disturbance by humans or pets, such as compacted soils, displaced rocks, graffiti, tire tracks, or pet waste?	Y | N | N/A
3.2 - Pretreatment	3	Are adjacent area drains, inlets, or outlet control structures clogged or functioning poorly?	Y | N | N/A
	4	Is the proprietary pretreatment unit clogged or full of debris?	Y | N | N/A
3.3 - Drainage Structures	5	Do inlets, underdrains, observation ports, outlets, or other structures contain blockages or accumulated sediment?	Y | N | N/A
	6	Is the underdrain or other piping blocked or clogged despite routine maintenance? Is water not exiting system without other explanation? (Use observation ports or observation wells to check for standing water.)	Y | N | N/A
	7	Are the inlet/outlet structure, other grates, or gates damaged, cracked, or deteriorating?	Y | N | N/A
	8	Does GI installation include signage? Is it damaged, missing, or faded?	Y | N | N/A
3.4 - Vegetation	9	Is there evidence of animal borrows or rodents present?	Y | N | N/A
3.5 - Softscape Surfaces	10	Are litter, debris, and accumulated sediment present?	Y | N | N/A

Comments

Subsurface Infiltration - Maintenance Checklist

Location: _____
Approx. Date of Installation: _____
Inspector: _____
Date/Time of Inspection: _____
Weather Conditions: _____
Days Since Last Rain Event: _____

Suggested Frequency: twice per year and after storm events greater than a 2-year storm; see manufacturer's recommendations for frequency when using plastic arch chambers or similar storage devices

Reference	Item	Maintenance Action	Maintenance Completed ex. Y | N | N/A
3.1 - General Procedures	1	If signs of pollution are present, attempt to determine the cause and eliminate it. If a persistent or frequent pollution issue occurs, contact the Owner. This could be a sign that pollutants are routinely being introduced into the basin.	
	2	Coordinate with owner/operator; increase protection measures; add signage and/or pet waste stations	
3.2 - Pretreatment	3	Remove debris from catch basins, area drains, other inlets	
	4	Remove debris and clean filter of the device according to manufacturer instructions	
3.3 - Drainage Structures	5	Remove debris from underdrains, pipes, observations ports, cleanouts, and/or outlet control structures	
	6	Use specialized camera(s) to investigate inside a pipe without having to dig; clear pipes using a process of flushing or jetting a high-powered stream of water through pipes	
	7	Repair/replace grates, gates, covers, and/or bolts	
	8	Repair or replace broken, missing, or faded signage	
3.4 - Vegetation	9	Apply insecticide or pesticide as directed by owner or contact professional for pest removal	
3.5 - Softscape Surfaces	10	Remove trash and debris and properly dispose	

Comments/Follow Up

Infiltration Trenches - Inspection Checklist

Location: _____
Approx. Date of Installation: _____
Inspector: _____
Date/Time of Inspection: _____
Weather Conditions: _____
Days Since Last Rain Event: _____

Suggested Frequency: monthly or after large storms (2.5 inches or more in 24 hours); MassDEP recommends inspection twice per year after first year; after rain events greater than 3 inches in 24 hours

Reference	Item	Inspection Question	Observation
3.1 - General Procedures	1	Is there visual evidence of pollutants in the infiltration basin (e.g. oil sheen, odd discoloration, stains, odors, etc.)?	Y | N | N/A
	2	Are there signs of disturbance by humans or pets, such as compacted soils, displaced rocks, graffiti, tire tracks, or pet waste?	Y | N | N/A
3.2 - Pretreatment	3	Are adjacent area drains, inlets, or outlet control structures clogged or functioning poorly?	Y | N | N/A
	4	Is the proprietary pretreatment unit clogged or full of debris?	Y | N | N/A
	5	Is there excessive sediment, silt, or trash accumulation on the sediment forebay?	Y | N | N/A
3.3 - Drainage Structures	6	Do inlets, underdrains, observation ports, outlets, or other structures contain blockages or accumulated sediment?	Y | N | N/A
	7	Does riprap contain organic material or sediment?	Y | N | N/A
	8	Are riprap areas missing rock or in need of repair?	Y | N | N/A
	9	Does GI installation include signage? Is it damaged, missing, or faded?	Y | N | N/A
3.4 - Vegetation	10	Are tree seedlings, weeds, or other invasive plants present?	Y | N | N/A
	11	Does the height of grass in or near GI exceed 4 inches?	Y | N | N/A
	12	Where mowing is infeasible, does the height of the grass in or near GI exceed 4 inches?	Y | N | N/A
	13	Does grass or groundcover contain bare spots or thin areas of grass growth?	Y | N | N/A
	14	Does plant material show negative effects of salts from adjacent paved surfaces? (Refer to any established Winter Vegetation Management procedures)	Y | N | N/A
3.5 - Softscape Surfaces	15	Is standing water present more than 48 hours after a rain event?	Y | N | N/A
	16	Are litter, debris, grass clippings, leaves, or accumulated sediment present?	Y | N | N/A
	17	Are there signs of soil erosion or formation of rills and gullies?	Y | N | N/A
	18	Is stormwater not infiltrating within 72 hours despite routine maintenance?	Y | N | N/A

Comments

Infiltration Trenches - Maintenance Checklist

Location: _____
Approx. Date of Installation: _____
Inspector: _____
Date/Time of Inspection: _____
Weather Conditions: _____
Days Since Last Rain Event: _____

Suggested Frequency: monthly or after large storms (2.5 inches or more in 24 hours); MassDEP recommends inspection twice per year after first year; after rain events greater than 3 inches in 24 hours

Reference	Item	Maintenance Action	Maintenance Completed ex. Y | N | N/A
3.1 - General Procedures	1	If signs of pollution are present, attempt to determine the cause and eliminate it. If a persistent or frequent pollution issue occurs, contact the Owner. This could be a sign that pollutants are routinely being introduced into the basin.	
	2	Coordinate with owner/operator; increase protection measures; add signage and/or pet waste stations	
3.2 - Pretreatment	3	Remove debris from catch basins, area drains, other inlets	
	4	Remove debris and clean filter of the device according to manufacturer instructions	
	5	Remove debris from forebay (aka sediment forebay)	
3.3 - Drainage Structures	6	Remove debris from underdrains, pipes, observations ports, cleanouts, and/or outlet control structures	
	7	Remove organic material, vacuum or sweep surface	
	8	Replace missing rock, repair damaged geotextile material	
	9	Repair or replace broken, missing, or faded signage	
3.4 - Vegetation	10	Identify weeds, remove, and dispose; includes volunteer trees; see design recommendations and owner requirements for herbicide application	
	11	Cut grasses to specific height, remove clippings	
	12	Trim grass to specific height in areas where mowing is infeasible	
	13	Spread seed in bare spots	
	14	Minimize use of salts around vegetation; do not store snow in bioretention areas	
3.5 - Softscape Surfaces	15	Observe and record amount of time standing water occurs in soils/soft surfaces; compare to design rate	
	16	Remove trash and debris and properly dispose	
	17	Fill eroded area with material according to design specifications or stabilize with erosion control measures	
	18	Loosen/till existing soil or remove and replace with new soil	

Comments/Follow Up

Surface Infiltration Basins - Inspection Checklist

Location: _____
Approx. Date of Installation: _____
Inspector: _____
Date/Time of Inspection: _____
Weather Conditions: _____
Days Since Last Rain Event: _____

Suggested Frequency: monthly or after large storms (2.5 inches or more in 24 hours); MassDEP recommends inspection after major storm events during first 3 months of operation and twice per year and when discharges are through outlet control structure thereafter

Reference	Item	Inspection Question	Observation
3.1 - General Procedures	1	Is there visual evidence of pollutants in the infiltration basin (e.g. oil sheen, odd discoloration, stains, odors, etc.)?	Y | N | N/A
	2	Are there signs of disturbance by humans or pets, such as compacted soils, displaced rocks, graffiti, tire tracks, or pet waste?	Y | N | N/A
3.2 - Pretreatment	3	Are adjacent area drains, inlets, or outlet control structures clogged or functioning poorly	Y | N | N/A
	4	Is the proprietary pretreatment unit clogged or full of debris?	Y | N | N/A
	5	Is there excessive sediment, silt, or trash accumulation on the sediment forebay?	Y | N | N/A
3.3 - Drainage Structures	6	Do inlets, underdrains, observation ports, outlets, or other structures contain blockages or accumulated sediment?	Y | N | N/A
	7	Is the underdrain or other piping blocked or clogged despite routine maintenance? Is water not exiting system without other explanation? (Use observation ports or observation wells to check for standing water.)	Y | N | N/A
	8	Are the inlet/outlet structure, other grates, or gates damaged, cracked, or deteriorating?	Y | N | N/A
	9	Does riprap contain organic material or sediment?	Y | N | N/A
	10	Are riprap areas missing rock or in need of repair?	Y | N | N/A
	11	Does GI installation include signage? Is it damaged, missing, or faded?	Y | N | N/A
3.4 - Vegetation	12	Are tree seedlings, weeds, or other invasive plants present?	Y | N | N/A
	13	Does the height of grass in or near GI exceed 4 inches?	Y | N | N/A
	14	Where mowing is infeasible, does the height of the grass in or near GI exceed 4 inches?	Y | N | N/A
	15	Does any plant material require fertilization according to design recommendations?	Y | N | N/A
	16	Is any woody vegetation in need of shaping, thinning, or removal of dead branches?	Y | N | N/A
	17	Does grass or groundcover contain bare spots or thin areas of grass growth?	Y | N | N/A
	18	Do any plants show signs of damage, decay or dead vegetation?	Y | N | N/A
	19	Do any plants show signs of wilting or distress or does DI contain newly installed plant material that requires watering?	Y | N | N/A
	20	Do any plants show signs of pests or disease, such as animal borrows?	Y | N | N/A
	21	Does plant material show negative effects of salts from adjacent paved surfaces? (Refer to any established Winter Vegetation Management procedures)	Y | N | N/A
3.5 - Softscape Surfaces	22	Is standing water present more than 48 hours after a rain event?	Y | N | N/A
	23	Are any of the following present: litter, debris, grass clippings, leaves, or accumulated sediment?	Y | N | N/A
	24	Are there signs of soil erosion or formation of rills and gullies?	Y | N | N/A
	25	Are there areas of exposed soil or bare earth?	Y | N | N/A
	26	Is there evidence of sinkholes or subsidence?	Y | N | N/A
	27	Is stormwater not infiltrating within 72 hours despite routine maintenance?	Y | N | N/A

Comments

Surface Infiltration Basins - Maintenance Checklist

Location: _____
Approx. Date of Installation: _____
Inspector: _____
Date/Time of Inspection: _____
Weather Conditions: _____
Days Since Last Rain Event: _____

Suggested Frequency: monthly or after large storms (2.5 inches or more in 24 hours); MassDEP recommends inspection after major storm events during first 3 months of operation and twice per year and when discharges are through outlet control structure thereafter

Reference	Item	Maintenance Action	Maintenance Completed ex. Y | N | N/A
3.1 - General Procedures	1	If signs of pollution are present, attempt to determine the cause and eliminate it. If a persistent or frequent pollution issue occurs, contact the Owner. This could be a sign that pollutants are routinely being introduced into the basin.	
	2	Coordinate with owner/operator; increase protection measures; add signage and/or pet waste stations	
3.2 - Pretreatment	3	Remove debris from catch basins, area drains, other inlets	
	4	Remove debris and clean filter of the device according to manufacturer instructions	
	5	Remove debris from forebay (aka sediment forebay)	
3.3 - Drainage Structures	6	Remove debris from underdrains, pipes, observations ports, cleanouts, and/or outlet control structures	
	7	Use specialized camera(s) to investigate inside a pipe without having to dig; clear pipes using a process of flushing or jetting a high-powered stream of water through pipes	
	8	Repair/replace grates, gates, covers, and/or bolts	
	9	Remove organic material, vacuum or sweep surface	
	10	Replace missing rock, repair damaged geotextile material	
	11	Repair or replace broken, missing, or faded signage	
3.4 - Vegetation	12	Identify weeds, remove, and dispose; includes volunteer trees; see design recommendations and owner requirements for herbicide application	
	13	Cut grasses to specific height, remove clippings	
	14	Trim grass to specific height in areas where mowing is infeasible	
	15	Apply fertilizer specific to plant material needs and manufacturer recommendations	
	16	Prune/cut plant material and remove clippings	
	17	Spread seed in bare spots	
	18	Remove dead or damaged plant material and replant new	
	19	Water/irrigate newly planted vegetation, follow design recommendations, or specific plant needs/triggers	
	20	Apply insecticide or pesticide as directed by owner or contact professional for pest removal	
	21	Minimize use of salts around vegetation; do not store snow in bioretention areas	
3.5 - Softscape Surfaces	22	Observe and record amount of time standing water occurs in soils/soft surfaces; compare to design rate	
	23	Remove trash and debris and properly dispose	
	24	Fill eroded area with material according to design specifications or stabilize with erosion control measures	
	25	Add mulch to bare or thin areas or completely remove old and replace with new annually	
	26	Fill areas of settlement with clean topsoil; if settling occurs beneath structures, pack with a subbase	
	27	Loosen/till existing soil or remove and replace with new soil	

Comments/Follow Up

Tree Filters - Inspection Checklist

Location: _____
Approx. Date of Installation: _____
Inspector: _____
Date/Time of Inspection: _____
Weather Conditions: _____
Days Since Last Rain Event: _____

Suggested Frequency: monthly or after large storms (2.5 inches or more in 24 hours); MassDEP recommends inspection twice per year during first year; then annually and after rain events greater than 3 inches in 24 hrs.

Reference	Item	Inspection Question	Observation
3.1 - General Procedures	1	Is there visual evidence of pollutants in the infiltration basin (e.g. oil sheen, odd discoloration, stains, odors, etc.)?	Y | N | N/A
	2	Are there signs of disturbance by humans or pets, such as compacted soils, displaced rocks, graffiti, tire tracks, or pet waste?	Y | N | N/A
3.2 - Pretreatment	3	Are adjacent area drains, inlets, or outlet control structures clogged or functioning poorly?	Y | N | N/A
	4	Is the proprietary pretreatment unit clogged or full of debris?	Y | N | N/A
3.3 - Drainage Structures	5	Do inlets, underdrains, observation ports, outlets, or other structures contain blockages or accumulated sediment?	Y | N | N/A
	6	Is the underdrain or other piping blocked or clogged despite routine maintenance? Is water not exiting system without other explanation? (Use observation ports or observation wells to check for standing water.)	Y | N | N/A
	7	Are the inlet/outlet structure, other grates, or gates damaged, cracked, or deteriorating?	Y | N | N/A
	8	Does GI installation include signage? Is it damaged, missing, or faded?	Y | N | N/A
3.4 - Vegetation	9	Are tree seedlings, weeds, or other invasive plants present?	Y | N | N/A
	10	Does any plant material require fertilization according to design recommendations?	Y | N | N/A
	11	Is any woody vegetation in need of shaping, thinning, or removal of dead branches?	Y | N | N/A
	12	Do any plants show signs of damage, decay or dead vegetation?	Y | N | N/A
	13	Do any plants show signs of wilting or distress, or does GI contain newly installed plant material that requires watering?	Y | N | N/A
	14	Do any plants show signs of pests or disease, such as animal borrows?	Y | N | N/A
	15	Does plant material show negative effects of salts from adjacent paved surfaces? (Refer to any established Winter Vegetation Management procedures)	Y | N | N/A
3.5 - Softscape Structures	16	Are any of the following present: litter, debris, grass clippings, leaves, or accumulated sediment?	Y | N | N/A
	17	Are there areas of exposed soil or bare earth?	Y | N | N/A
	18	Is there evidence of sinkholes or subsidence?	Y | N | N/A

Comments

Tree Filters - Maintenance Checklist

Location: _____
Approx. Date of Installation: _____
Inspector: _____
Date/Time of Inspection: _____
Weather Conditions: _____
Days Since Last Rain Event: _____

Suggested Frequency: monthly or after large storms (2.5 inches or more in 24 hours); MassDEP recommends inspection twice per year during first year; then annually and after rain events greater than 3 inches in 24 hrs.

Reference	Item	Maintenance Action	Maintenance Completed ex. Y | N | N/A
3.1 - General Procedures	1	If signs of pollution are present, attempt to determine the cause and eliminate it. If a persistent or frequent pollution issue occurs, contact the Owner. This could be a sign that pollutants are routinely being introduced into the basin.	Y | N | N/A
	2	Coordinate with owner/operator; increase protection measures; add signage and/or pet waste stations	Y | N | N/A
3.2 - Pretreatment	3	Remove debris from catch basins, area drains, other inlets	Y | N | N/A
	4	Remove debris and clean filter of the device according to manufacturer instructions	Y | N | N/A
3.3 - Drainage Structures	5	Remove debris from underdrains, pipes, observations ports, cleanouts, and/or outlet control structures	Y | N | N/A
	6	Use specialized camera(s) to investigate inside a pipe without having to dig; clear pipes using a process of flushing or jetting a high-powered stream of water through pipes	Y | N | N/A
	7	Repair/replace grates, gates, covers, and/or bolts	Y | N | N/A
	8	Repair or replace broken, missing, or faded signage	Y | N | N/A
3.4 - Vegetation	9	Identify weeds, remove, and dispose; includes volunteer trees; see design recommendations and owner requirements for herbicide application	Y | N | N/A
	10	Apply fertilizer specific to plant material needs and manufacturer recommendations	Y | N | N/A
	11	Prune/cut plant material and remove clippings	Y | N | N/A
	12	Remove dead or damaged plant material and replant new	Y | N | N/A
	13	Water/irrigate newly planted vegetation, follow design recommendations, or specific plant needs/triggers	Y | N | N/A
	14	Apply insecticide or pesticide as directed by owner or contact professional for pest removal	Y | N | N/A
	15	Minimize use of salts around vegetation; do not store snow in bioretention areas	Y | N | N/A
3.5 - Softscape Structures	16	Remove trash and debris and properly dispose	Y | N | N/A
	17	Add mulch to bare or thin areas or completely remove old and replace with new annually	Y | N | N/A
	18	Fill areas of settlement with clean topsoil; if settling occurs beneath structures, pack with a subbase	Y | N | N/A

Comments/Follow Up

Bioretention (infiltration) - Inspection Checklist

Location: _____
Approx. Date of Installation: _____
Inspector: _____
Date/Time of Inspection: _____
Weather Conditions: _____
Days Since Last Rain Event: _____

Suggested Frequency: monthly or after large storms (2.5 inches or more in 24 hours); MassDEP recommends inspection after major storm events during first 3 months of operation, then twice per year and when discharges are through outlet control structure thereafter

Reference	Item	Inspection Question	Observation
3.1 - General Procedures	1	Is there visual evidence of pollutants in the infiltration basin (e.g. oil sheen, odd discoloration, stains, odors, etc.)?	Y | N | N/A
	2	Are there signs of disturbance by humans or pets, such as compacted soils, displaced rocks, graffiti, tire tracks, or pet waste?	Y | N | N/A
3.2 - Pretreatment	3	Are adjacent area drains, other inlets, or outlet control structures clogged or functioning poorly?	Y | N | N/A
	4	Is the proprietary pretreatment unit clogged or full of debris?	Y | N | N/A
	5	Is there excessive sediment, silt, or trash accumulation on the sediment forebay?	Y | N | N/A
3.3 - Drainage Structures	6	Do inlets, underdrains, observation ports, outlets, or other structures contain blockages or accumulated sediment?	Y | N | N/A
	7	Are riprap areas missing rock, in need of repair, or contain excess sediment?	Y | N | N/A
	8	Does GI installation include signage? Is it damaged, missing, or faded?	Y | N | N/A
3.4 - Vegetation	9	Are tree seedlings, weeds, or other invasive plants present?	Y | N | N/A
	10	Does the height of grass in or near GI exceed 4 inches?	Y | N | N/A
	11	Where mowing is infeasible, does the height of the grass in or near GI exceed 4 inches?	Y | N | N/A
	12	Does any plant material require fertilization according to design recommendations?	Y | N | N/A
	13	Is any woody vegetation in need of shaping, thinning, or removal of dead branches?	Y | N | N/A
	14	Does grass or ground cover contain bare spots or thin areas of grass growth?	Y | N | N/A
	15	Do any plants show signs of damage, decay or dead vegetation?	Y | N | N/A
	16	Do any plants show signs of wilting or distress? (refer to design recommendations for watering, especially newly installed plant material)	Y | N | N/A
	17	Is there evidence of animal borrows or rodents present? Do any plants show signs of pests or disease?	Y | N | N/A
	18	Does plant material show negative effects of salts from adjacent paved surfaces? (Refer to any established Winter Vegetation Management procedures)	Y | N | N/A
3.5 - Softscape Surfaces	19	Is standing water present more than 48 hours after a rain event?	Y | N | N/A
	20	Are any of the following present: litter, debris, grass clippings, leaves, or accumulated sediment?	Y | N | N/A
	21	Are there signs of soil erosion or formation of rills and gullies?	Y | N | N/A
	22	Are there areas of exposed soil or bare earth?	Y | N | N/A
	23	Is there evidence of sinkholes or subsidence?	Y | N | N/A
	24	Is stormwater not infiltrating within 72 hours despite routine maintenance?	Y | N | N/A

Comments

Bioretention (infiltration) - Maintenance Checklist

Location: _____
Approx. Date of Installation: _____
Inspector: _____
Date/Time of Inspection: _____
Weather Conditions: _____
Days Since Last Rain Event: _____

Suggested Frequency: monthly or after large storms (2.5 inches or more in 24 hours); MassDEP recommends inspection after major storm events during first 3 months of operation, then twice per year and when discharges are through outlet control structure thereafter

Reference	Item	Maintenance Action	Maintenance Completed ex. Y | N | N/A
3.1 - General Procedures	1	If signs of pollution are present, attempt to determine the cause and eliminate it. If a persistent or frequent pollution issue occurs, contact the Owner. This could be a sign that pollutants are routinely being introduced into the basin.	
	2	Coordinate with owner/operator; increase protection measures; add signage and/or pet waste stations	
3.2 - Pretreatment	3	Remove debris from catch basins, area drains, other inlets	
	4	Remove debris and clean filter of the device according to manufacturer instructions	
	5	Remove debris from forebay (aka sediment forebay)	
3.3 - Drainage Structures	6	Remove debris from underdrains, pipes, observations ports, cleanouts, and/or outlet control structures	
	7	Remove organic material, vacuum or sweep surface; replace missing rock, repair damaged geotextile material	
	8	Repair or replace broken, missing, or faded signage	
3.4 - Vegetation	9	Identify weeds, remove, and dispose; includes volunteer trees; see design recommendations and owner requirements for herbicide application	
	10	Cut grasses to specific height, remove clippings	
	11	Trim grass to specific height in areas where mowing is infeasible	
	12	Apply fertilizer specific to plant material needs and manufacturer recommendations	
	13	Prune/cut plant material and remove clippings	
	14	Spread seed in bare spots	
	15	Remove dead or damaged plant material and replant new	
	16	Water/irrigate newly planted vegetation, follow design recommendations, or specific plant needs/triggers	
	17	Apply insecticide or pesticide as directed by owner or contact professional for pest removal	
	18	Minimize use of salts around vegetation; do not store snow in bioretention areas	
3.5 - Softscape Surfaces	19	Observe and record amount of time standing water occurs in soils/soft surfaces; compare to design rate	
	20	Remove trash and debris and properly dispose	
	21	Fill eroded area with material according to design specifications or stabilize with erosion control measures	
	22	Add mulch to bare or thin areas or completely remove old and replace with new annually	
	23	Fill areas of settlement with clean topsoil; if settling occurs beneath structures, pack with a subbase	
	24	Loosen/till existing soil or remove and replace with new soil	

Comments/Follow Up

Biofiltration - Inspection Checklist

Location: _____
Approx. Date of Installation: _____
Inspector: _____
Date/Time of Inspection: _____
Weather Conditions: _____
Days Since Last Rain Event: _____

Suggested Frequency: monthly or after large storms (2.5 inches or more in 24 hours); MassDEP recommends inspection after major storm events during first 3 months of operation, then twice per year and when discharges are through outlet control structure thereafter

Reference	Item	Inspection Question	Observation
3.1 - General Procedures	1	Is there visual evidence of pollutants in the infiltration basin (e.g. oil sheen, odd discoloration, stains, odors, etc.)?	Y | N | N/A
	2	Are there signs of disturbance by humans or pets, such as compacted soils, displaced rocks, graffiti, tire tracks, or pet waste?	Y | N | N/A
3.2 - Pretreatment	3	Are adjacent area drains, inlets or outlet control structures clogged or functioning poorly?	Y | N | N/A
	5	Is the proprietary pretreatment unit clogged or full of debris?	Y | N | N/A
	6	Is there excessive sediment, silt, or trash accumulation on the sediment forebay?	Y | N | N/A
3.3 - Drainage Structures	7	Do inlets, underdrains, observation ports, outlets, or other structures contain blockages or accumulated sediment?	Y | N | N/A
	8	Is the underdrain or other piping blocked or clogged despite routine maintenance? Is water not exiting system without other explanation? (Use observation ports or observation wells to check for standing water.)	Y | N | N/A
	9	Is the inlet or outlet structure or other grates or gates damaged, cracked, or deteriorating?	Y | N | N/A
	10	Does riprap contain organic material or sediment?	Y | N | N/A
	11	Are riprap areas missing rock or in need of repair?	Y | N | N/A
	12	Does GI installation include signage? Is it damaged, missing, or faded?	Y | N | N/A
3.4 Vegetation	13	Are tree seedlings, weeds, or other invasive plants present?	Y | N | N/A
	14	Does the height of grass in or near GI exceed 4 inches?	Y | N | N/A
	15	Where mowing is infeasible, does the height of the grass in or near GI exceed 4 inches?	Y | N | N/A
	16	Does any plant material require fertilization according to design recommendations?	Y | N | N/A
	17	Is any woody vegetation in need of shaping, thinning, or removal of dead branches?	Y | N | N/A
	18	Does grass or groundcover contain bare spots or thin areas of grass growth?	Y | N | N/A
	19	Do any plants show signs of damage, decay or dead vegetation?	Y | N | N/A
	20	Do any plants show signs of wilting or distress, or does GI contain newly installed plant material that requires watering?	Y | N | N/A
	21	Do any plants show signs of pests or disease, such as animal borrows?	Y | N | N/A
	22	Does plant material show negative effects of salts from adjacent paved surfaces? (Refer to any established Winter Vegetation Management procedures)	Y | N | N/A
3.5 - Softscape Structures	23	Are litter, debris, grass clippings, leaves, or accumulated sediment present?	Y | N | N/A
	24	Are there signs of soil erosion or formation of rills and gullies?	Y | N | N/A
	25	Are there areas of exposed soil or bare earth?	Y | N | N/A
	26	Is there evidence of sinkholes or subsidence?	Y | N | N/A

Comments

Biofiltration - Maintenance Checklist

Location: _____
Approx. Date of Installation: _____
Inspector: _____
Date/Time of Inspection: _____
Weather Conditions: _____
Days Since Last Rain Event: _____

Suggested Frequency: monthly or after large storms (2.5 inches or more in 24 hours); MassDEP recommends inspection after major storm events during first 3 months of operation, then twice per year and when discharges are through outlet control structure thereafter

Reference	Item	Maintenance Action	Maintenance Completed ex. Y | N | N/A
3.1 - General Procedures	1	If signs of pollution are present, attempt to determine the cause and eliminate it. If a persistent or frequent pollution issue occurs, contact the Owner. This could be a sign that pollutants are routinely being introduced into the basin.	
	2	Coordinate with owner/operator; increase protection measures; add signage and/or pet waste stations	
3.2 - Pretreatment	3	Remove debris from catch basins, area drains, other inlets	
	4	Remove debris and clean filter of the device according to manufacturer instructions	
	5	Remove debris from forebay (aka sediment forebay)	
3.3 - Drainage Structures	7	Remove debris from underdrains, pipes, observations ports, cleanouts, and/or outlet control structures	
	8	Use specialized camera(s) to investigate inside a pipe without having to dig; clear pipes using a process of flushing or jetting a high-powered stream of water through pipes	
	9	Repair/replace grates, gates, covers, and/or bolts	
	10	Remove organic material, vacuum or sweep surface	
	11	Replace missing rock, repair damaged geotextile material	
	12	Repair or replace broken, missing, or faded signage	
3.4 Vegetation	13	Identify weeds, remove, and dispose; includes volunteer trees; see design recommendations and owner requirements for herbicide application	
	14	Cut grasses to specific height, remove clippings	
	15	Trim grass to specific height in areas where mowing is infeasible	
	16	Apply fertilizer specific to plant material needs and manufacturer recommendations	
	17	Prune/cut plant material and remove clippings	
	18	Spread seed in bare spots	
	19	Remove dead or damaged plant material and replant new	
	20	Water/irrigate newly planted vegetation, follow design recommendations, or specific plant needs/triggers	
	21	Apply insecticide or pesticide as directed by owner or contact professional for pest removal	
	22	Minimize use of salts around vegetation; do not store snow in bioretention areas	
3.5 - Softscape Structures	23	Remove trash and debris and properly dispose	
	24	Fill eroded area with material according to design specifications or stabilize with erosion control measures	
	25	Add mulch to bare or thin areas or completely remove old and replace with new annually	
	26	Fill areas of settlement with clean topsoil; if settling occurs beneath structures, pack with a subbase	

Comments/Follow Up

Bioretention Planters - Inspection Checklist

Location: _____
Approx. Date of Installation: _____
Inspector: _____
Date/Time of Inspection: _____
Weather Conditions: _____
Days Since Last Rain Event: _____

Suggested Frequency: monthly or after large storms (2.5 inches or more in 24 hours); MassDEP recommends inspection after major storm events during first 3 months of operation, then twice per year and when discharges are through outlet control structure thereafter

Reference	Item	Inspection Question	Observation
3.1 - General Procedures	1	Is there visual evidence of pollutants in the infiltration basin (e.g. oil sheen, odd discoloration, stains, odors, etc.)?	Y | N | N/A
	2	Are there signs of disturbance by humans or pets, such as compacted soils, displaced rocks, graffiti, tire tracks, or pet waste?	Y | N | N/A
3.2 - Pretreatment	3	Are adjacent area drains, other inlets, or control outlet structures clogged or functioning poorly?	Y | N | N/A
	4	Is the proprietary pretreatment unit clogged or full of debris?	Y | N | N/A
	5	Is there excessive sediment, silt, or trash accumulation on the sediment forebay?	Y | N | N/A
3.3 - Drainage Structures	6	Do inlets, underdrains, observation ports, outlets, or other structures contain blockages or accumulated sediment?	Y | N | N/A
	7	Is the underdrain or other piping blocked or clogged despite routine maintenance? Is water not exiting system without other explanation? (Use observation ports or observation wells to check for standing water.)	Y | N | N/A
	8	Are the inlet/outlet structure, other grates, or gates damaged, cracked, or deteriorating?	Y | N | N/A
	9	Does GI installation include signage? Is it damaged, missing, or faded?	Y | N | N/A
3.4 - Vegetation	10	Are tree seedlings, weeds, or other invasive plants present?	Y | N | N/A
	11	Does any plant material require fertilization according to design recommendations?	Y | N | N/A
	12	Is any woody vegetation in need of shaping, thinning, or removal of dead branches?	Y | N | N/A
	13	Do any plants show signs of damage, decay or dead vegetation?	Y | N | N/A
	14	Do any plants show signs of wilting or distress? (refer to design recommendations for watering, especially newly installed plant material)	Y | N | N/A
	15	Is there evidence of animal borrows or rodents present? Do any plants show signs of pests or disease?	Y | N | N/A
	16	Does plant material show negative effects of salts from adjacent paved surfaces? (Refer to any established Winter Vegetation Management procedures)	Y | N | N/A
3.5 - Softscape Surfaces	17	Is standing water present more than 48 hours after a rain event?	Y | N | N/A
	18	Are any of the following present: litter, debris, grass clippings, leaves, and accumulated sediment?	Y | N | N/A
	19	Are there signs of soil erosion or formation of rills and gullies?	Y | N | N/A
	20	Are there areas of exposed soil or bare earth?	Y | N | N/A
	21	Is there evidence of sinkholes or subsidence?	Y | N | N/A
	22	Is stormwater not infiltrating within 72 hours despite routine maintenance?	Y | N | N/A

Comments

Bioretention Planters - Maintenance Checklist

Location: _____
Approx. Date of Installation: _____
Inspector: _____
Date/Time of Inspection: _____
Weather Conditions: _____
Days Since Last Rain Event: _____

Suggested Frequency: monthly or after large storms (2.5 inches or more in 24 hours); MassDEP recommends inspection after major storm events during first 3 months of operation, then twice per year and when discharges are through outlet control structure thereafter

Reference	Item	Maintenance Action	Maintenance Completed ex. Y | N | N/A
3.1 - General Procedures	1	If signs of pollution are present, attempt to determine the cause and eliminate it. If a persistent or frequent pollution issue occurs, contact the Owner. This could be a sign that pollutants are routinely being introduced into the basin.	
	2	Coordinate with owner/operator; increase protection measures; add signage and/or pet waste stations	
3.2 - Pretreatment	3	Remove debris from catch basins, area drains, other inlets	
	4	Remove debris and clean filter of the device according to manufacturer instructions	
	5	Remove debris from forebay (aka sediment forebay)	
3.3 - Drainage Structures	6	Remove debris from underdrains, pipes, observations ports, cleanouts, and/or outlet control structures	
	7	Use specialized camera(s) to investigate inside a pipe without having to dig; clear pipes using a process of flushing or jetting a high-powered stream of water through pipes	
	8	Repair/replace grates, gates, covers, and/or bolts	
	9	Repair or replace broken, missing, or faded signage	
3.4 - Vegetation	10	Identify weeds, remove, and dispose; includes volunteer trees; see design recommendations and owner requirements for herbicide application	
	11	Apply fertilizer specific to plant material needs and manufacturer recommendations	
	12	Prune/cut plant material and remove clippings	
	13	Remove dead or damaged plant material and replant new	
	14	Water/irrigate newly planted vegetation, follow design recommendations, or specific plant needs/triggers	
	15	Apply insecticide or pesticide as directed by owner or contact professional for pest removal	
	16	Minimize use of salts around vegetation; do not store snow in bioretention areas	
3.5 - Softscape Surfaces	17	Observe and record amount of time standing water occurs in soils/soft surfaces; compare to design rate	
	18	Remove trash and debris and properly dispose	
	19	Fill eroded area with material according to design specifications or stabilize with erosion control measures	
	20	Add mulch to bare or thin areas or completely remove old and replace with new annually	
	21	Fill areas of settlement with clean topsoil; if settling occurs beneath structures, pack with a subbase	
	22	Loosen/till existing soil or remove and replace with new soil	

Comments/Follow Up

Porous Asphalt - Inspection Checklist

Location: _____
Approx. Date of Installation: _____
Inspector: _____
Date/Time of Inspection: _____
Weather Conditions: _____
Days Since Last Rain Event: _____

Suggested Frequency: monthly or after large storms (2.5 inches or more in 24 hours); MassDEP recommends inspection after major storm events during first 3 months of operation, then twice per year and when discharges are through outlet control structure thereafter

Reference	Item	Inspection Question	Observation
3.1 - General Procedures	1	Is there visual evidence of pollutants in the infiltration basin (e.g. oil sheen, odd discoloration, stains, odors, etc.)?	Y | N | N/A
	2	Are there signs of disturbance by humans or pets, such as compacted soils, displaced rocks, graffiti, tire tracks, or pet waste?	Y | N | N/A
3.3 - Drainage Structures	3	Do inlets, underdrains, observation ports, outlets, or other structures contain blockages or accumulated sediment?	Y | N | N/A
	4	Are any grates, gates, covers or bolts on drainage structures in need of repair or replacement?	Y | N | N/A
	5	Does GI installation include signage? Is it damaged, missing, or faded?	Y | N | N/A
3.5 - Softscape Surfaces	6	Are any of the following present: litter, debris, grass clippings, leaves, and accumulated sediment?	Y | N | N/A
	7	Is there evidence of sinkholes or subsidence?	Y | N | N/A
3.6 - Permeable Pavements	8	Is large debris (trash, leaves) present on asphalt surface?	Y | N | N/A
	9	Is sand or excess sediment clogging pores of asphalt?	Y | N | N/A
	10	Is sand or excess sediment still present after power washing?	Y | N | N/A
	11	Is system not functioning properly despite routine maintenance?	Y | N | N/A
	12	Does surface show signs of deterioration, spalling, or other flaws?	Y | N | N/A
	13	Is there excess or accumulated salt from paved surfaces in spring? (Refer to any established Winter Vegetation Management procedures)	Y | N | N/A

Comments

Porous Asphalt - Maintenance Checklist

Location: _____
Approx. Date of Installation: _____
Inspector: _____
Date/Time of Inspection: _____
Weather Conditions: _____
Days Since Last Rain Event: _____

Suggested Frequency: monthly or after large storms (2.5 inches or more in 24 hours); MassDEP recommends inspection after major storm events during first 3 months of operation, then twice per year and when discharges are through outlet control structure thereafter

Reference	Item	Maintenance Action	Maintenance Completed ex. Y | N | N/A
3.1 - General Procedures	1	If signs of pollution are present, attempt to determine the cause and eliminate it. If a persistent or frequent pollution issue occurs, contact the Owner. This could be a sign that pollutants are routinely being introduced into the basin.	
	2	Coordinate with owner/operator; increase protection measures; add signage and/or pet waste stations	
3.3 - Drainage Structures	3	Remove debris from underdrains, pipes, observations ports, cleanouts, and outlet control structures	
	4	Repair/replace grates, gates, covers, bolts	
	5	Repair or replace broken, missing, or faded signage	
3.5 - Softscape Surfaces	6	Remove trash and debris and properly dispose	
	7	Fill areas of settlement with clean topsoil; if settling occurs beneath structures, pack with a subbase	
3.6 - Permeable Pavements	8	Remove large debris from surface before vacuuming	
	9	Power wash to dislodge trapped particles before vacuuming	
	10	Use power vacuum sweeper to clear pores	
	11	Test infiltrative capacity and compare to design rate	
	12	Repair or replace ares with chipped or cracked asphalt	
	13	Minimize use of salts, do not use sand, use rubber plow blade, do not store snow	

Comments/Follow Up

Permeable Pavers - Inspection Checklist

Location: _____
Approx. Date of Installation: _____
Inspector: _____
Date/Time of Inspection: _____
Weather Conditions: _____
Days Since Last Rain Event: _____

Suggested Frequency: cleaned after the winter season and every three months thereafter

Reference	Item	Inspection Question	Observation
3.1 - General Procedures	1	Is there visual evidence of pollutants in the infiltration basin (e.g. oil sheen, odd discoloration, stains, odors, etc.)?	Y | N | N/A
	2	Are there signs of disturbance by humans or pets, such as compacted soils, displaced rocks, graffiti, tire tracks, or pet waste?	Y | N | N/A
3.3 - Drainage Structures	3	Do inlets, underdrains, observation ports, outlets, or other structures contain blockages or accumulated sediment?	Y | N | N/A
	4	Are any grates, gates, covers or bolts on drainage structures in need of repair or replacement?	Y | N | N/A
	5	Does GI installation include signage? Is it damaged, missing, or faded?	Y | N | N/A
3.5 - Softscape Surfaces	6	Are any of the following present: litter, debris, grass clippings, leaves, and accumulated sediment?	Y | N | N/A
	7	Is there evidence of sinkholes or subsidence?	Y | N | N/A
3.6 - Permeable Pavements	8	Is large debris (trash, leaves) present on asphalt surface?	Y | N | N/A
	9	Is sand or excess sediment clogging pores of asphalt?	Y | N | N/A
	10	Is sand or excess sediment still present after power washing?	Y | N | N/A
	11	Is system not functioning properly despite routine maintenance?	Y | N | N/A
	12	Does surface show signs of deterioration, spalling, or other flaws?	Y | N | N/A
	13	Is there excess or accumulated salt from paved surfaces in spring? (Refer to any established Winter Vegetation Management procedures)	Y | N | N/A

Comments

Permeable Pavers - Maintenance Checklist

Location: _____
Approx. Date of Installation: _____
Inspector: _____
Date/Time of Inspection: _____
Weather Conditions: _____
Days Since Last Rain Event: _____

Suggested Frequency: cleaned after the winter season and every three months thereafter

Reference	Item	Maintenance Action	Maintenance Completed ex. Y | N | N/A
3.1 - General Procedures	1	If signs of pollution are present, attempt to determine the cause and eliminate it. If a persistent or frequent pollution issue occurs, contact the Owner. This could be a sign that pollutants are routinely being introduced into the basin.	
	2	Coordinate with owner/operator; increase protection measures; add signage and/or pet waste stations	
3.3 - Drainage Structures	3	Remove debris from underdrains, pipes, observations ports, cleanouts, outlet control structures	
	4	Repair/replace grates, gates, covers, bolts	
	5	Repair or replace broken, missing, or faded signage	
3.5 - Softscape Surfaces	6	Remove trash and debris and properly dispose	
	7	Fill areas of settlement with clean topsoil; if settling occurs beneath structures, pack with a subbase	
3.6 - Permeable Pavements	8	Remove large debris from surface before vacuuming	
	9	Power wash to dislodge trapped particles before vacuuming	
	10	Use power vacuum sweeper to clear pores; Replace joint material for permeable paver installations	
	11	Test infiltrative capacity and compare to design rate	
	12	Repair or replace areas with broken or missing pavers	
	13	Minimize use of salts, do not use sand, use rubber plow blade, do not store snow	

Comments/Follow Up

Green Roofs - Inspection Checklist

Location: _____
Approx. Date of Installation: _____
Inspector: _____
Date/Time of Inspection: _____
Weather Conditions: _____
Days Since Last Rain Event: _____

Suggested Frequency: monthly, follow maintenance recommendations from manufacturer for modular systems

Reference	Item	Inspection Question	Observation
3.1 - General Procedures	1	Is there visual evidence of pollutants in the infiltration basin (e.g. oil sheen, odd discoloration, stains, odors, etc.)?	Y | N | N/A
	2	Are there signs of disturbance by humans or pets, such as compacted soils, displaced rocks, graffiti, or pet waste?	Y | N | N/A
3.3 - Drainage Structures	3	Are the roof drains clogged?	Y | N | N/A
	4	Is the inlet or outlet structure or other grates or gates damaged, cracked, or deteriorating?	Y | N | N/A
	5	Does GI installation include signage? Is it damaged, missing, or faded?	Y | N | N/A
3.4 - Vegetation	6	Are tree seedlings, weeds, or other invasive plants present?	Y | N | N/A
	7	Does any plant material require fertilization according to design recommendations?	Y | N | N/A
	8	Does grass or groundcover contain bare spots or thin areas of grass growth?	Y | N | N/A
	9	Do any plants show signs of damage, decay or dead vegetation?	Y | N | N/A
	10	Do any plants show signs of wilting or distress? (refer to design recommendations for watering, especially newly installed plant material)	Y | N | N/A
	11	Is there evidence of animal borrows or rodents present? Do any plants show signs of pests or disease? Any signs of mosquitoes?	Y | N | N/A
3.5 - Softscape Surfaces	12	Is standing water present more than 48 hours after a rain event?	Y | N | N/A
	13	Are any of the following present: litter, debris, grass clippings, leaves, and accumulated sediment?	Y | N | N/A
	14	Are there signs of soil erosion?	Y | N | N/A
	15	Is stormwater not infiltrating within 72 hours despite routine maintenance?	Y | N | N/A
3.7 - Rooftop Storage	16	Are irrigation systems present?	Y | N | N/A
	17	Is there evidence of cracking, leaking, or other signs of deterioration of the waterproof membrane?	Y | N | N/A
	18	Is there evidence of emergency overflow failing or excess standing water outside green roof system?	Y | N | N/A
	19	Are established winter management procedures being followed?	Y | N | N/A
	20	Are systems draining too quickly during a rain event and exceeding the design drain down rate?	Y | N | N/A

Comments

Green Roofs - Maintenance Checklist

Location: _____
Approx. Date of Installation: _____
Inspector: _____
Date/Time of Inspection: _____
Weather Conditions: _____
Days Since Last Rain Event: _____

Suggested Frequency: monthly, follow maintenance recommendations from manufacturer for modular systems

Reference	Item	Maintenance Action	Maintenance Completed ex. Y | N | N/A
3.1 - General Procedures	1	If signs of pollution are present, attempt to determine the cause and eliminate it. If a persistent or frequent pollution issue occurs, contact the Owner. This could be a sign that pollutants are routinely being introduced.	
	2	Coordinate with owner/operator; increase protection measures; add signage and/or pet waste stations	
3.3 - Drainage Structures	3	Remove debris or blockages from drain inlets and outlets	
	4	Repair/replace grates, gates, covers, and/or bolts	
	5	Repair or replace broken, missing, or faded signage	
3.4 - Vegetation	6	Identify weeds, remove, and dispose; may include volunteer trees; see design recommendations and owner requirements for herbicide application	
	7	Apply fertilizer specific to plant material needs and manufacturer recommendations.	
	8	Spread seed in bare spots based on designer recommendation and/or planting plan	
	9	Remove dead or damaged plant material and replant new	
	10	Water/irrigate newly planted vegetation, follow design recommendations, or specific plant needs/triggers	
	11	Apply insecticide or pesticide as directed by owner or contact professional for pest removal	
3.5 - Softscape Surfaces	12	Observe and record amount of time standing water occurs in soils/soft surfaces; compare to design rate	
	13	Remove trash and debris and properly dispose	
	14	Fill eroded area with material according to design specifications or stabilize with erosion control measures	
	15	Loosen/till existing soil or remove and replace with new soil	
3.7 - Rooftop Storage	16	Service irrigation systems according to manufacturer's recommendation	
	17	Refer to manufacturer's specifications for repair or replacement of waterproof membranes. Contact a qualified roofing company to perform an assessment of larger, extensive roof systems.	
	18	Check roof drains, overflow, scuppers, and gutters to ensure they are draining	
	19	Break up ice formation around outlets and overflows	
	20	Ensure that spigot and other plumbing parts are functioning properly and inspect for leaks; Repair or replace parts as necessary	

Comments/Follow Up

Blue Roofs - Inspection Checklist

Location: _____
Approx. Date of Installation: _____
Inspector: _____
Date/Time of Inspection: _____
Weather Conditions: _____
Days Since Last Rain Event: _____

Suggested Frequency: Annual, follow maintenance recommendations from manufacturer for mechanical or treatment systems; blue roof should be designed to draw down within 48 hours in accordance with the International Building Codes and Massachusetts Building Codes

Reference	Item	Inspection Question	Observation
3.1 - General Procedures	1	Is there visual evidence of pollutants (e.g. oil sheen, odd discoloration, stains, odors, etc.)?	Y | N | N/A
	2	Are there signs of disturbance, such as graffiti, pet waste, or unwanted plant material?	Y | N | N/A
3.3 - Drainage Structures	3	Are the blue roof drains clogged?	Y | N | N/A
	4	Is the inlet or outlet structure or other grates or gates damaged, cracked, or deteriorating?	Y | N | N/A
	5	Does GI installation include signage? Is it damaged, missing, or faded?	Y | N | N/A
3.7 - Rooftop Storage	6	Is standing water present more than 48 hours after a rain event?	Y | N | N/A
	7	Is there litter, debris, and accumulated sediment within storage area, downspouts or gutter systems?	Y | N | N/A
	8	Are mosquitoes or evidence of mosquito larvae present?	Y | N | N/A
	9	Is there evidence of emergency overflow failing or excess standing water outside the blue roof system?	Y | N | N/A
	10	Are established winter management procedures being followed?	Y | N | N/A
	11	Are systems draining too quickly during a rain event and exceeding the design drain down rate?	Y | N | N/A

Comments

Blue Roofs - Maintenance Checklist

Location: _____
Approx. Date of Installation: _____
Inspector: _____
Date/Time of Inspection: _____
Weather Conditions: _____
Days Since Last Rain Event: _____

Suggested Frequency: Annual, follow maintenance recommendations from manufacturer for mechanical or treatment systems; blue roof should be designed to draw down within 48 hours in accordance with the International Building Codes and Massachusetts Building Codes

Reference	Item	Maintenance Action	Maintenance Completed ex. Y | N | N/A
3.1 - General Procedures	1	If signs of pollution are present, attempt to determine the cause and eliminate it. If a persistent or frequent pollution issue occurs, contact the Owner. This could be a sign that pollutants are routinely being introduced.	
	2	Coordinate with owner/operator; increase protection measures; add signage and/or pet waste stations	
3.3 - Drainage Structures	3	Remove debris or blockages from drain inlets and outlets	
	4	Repair/replace grates, gates, covers, and/or bolts	
	5	Repair or replace broken, missing, or faded signage	
3.7 - Rooftop Storage	6	Observe and record amount of time standing water occurs and compare to design rate; Inspect outlets and storage areas for leaf litter, debris, and sediment accumulation	
	7	Remove debris and leaf litter and properly dispose	
	8	Ensure any lids are properly sealed; add larvicide to standing water to prevent mosquitoes from reaching adulthood	
	9	Check roof drains, overflow, scuppers, and gutters to ensure that they are draining	
	10	Break up ice formation around outlets and overflows	
	11	Ensure that spigot and other plumbing parts are functioning properly and inspect for leaks; Repair or replace parts as necessary	

Comments/Follow Up

Cisterns - Inspection Checklist

Location: _____
Approx. Date of Installation: _____
Inspector: _____
Date/Time of Inspection: _____
Weather Conditions: _____
Days Since Last Rain Event: _____

Suggested Frequency: Seasonally, follow maintenance recommendations from manufacturer for mechanical or treatment systems

Reference	Item	Inspection Question	Observation
3.1 - General Procedures	1	Is there visual evidence of pollutants (e.g. oil sheen, odd discoloration, stains, odors, etc.)?	Y | N | N/A
	2	Are there signs of disturbance by humans or pets, such as graffiti or pet waste?	Y | N | N/A
3.3 - Drainage Structures	3	Is the downspout, roof connection, or outlet structure cracked or deteriorating?	Y | N | N/A
	4	Does GI installation include signage? Is it damaged, missing, or faded?	Y | N | N/A
3.7 - Rooftop Storage	5	Are mosquitoes or evidence of mosquito larvae present?	Y | N | N/A
	6	Is there evidence of an emergency overflow failing or excess standing water outside the system?	Y | N | N/A
	7	Are established winter management procedures being followed?	Y | N | N/A
	8	Are accessories, such as rain diverters, soaker hoses, linking kits, or gutters properly connected?	Y | N | N/A
	9	Are pumps and mechanical systems functioning properly?	Y | N | N/A
	10	Are spigot and other plumbing parts functioning properly?	Y | N | N/A
	11	Is cistern leaning or has the foundation shifted?	Y | N | N/A
	12	Is there dust, grime, or other residue on the outside of the cistern?	Y | N | N/A
	13	Is litter, debris, or accumulated sediment present within the cistern?	Y | N | N/A

Comments

Cisterns - Maintenance Checklist

Location: _____
Approx. Date of Installation: _____
Inspector: _____
Date/Time of Inspection: _____
Weather Conditions: _____
Days Since Last Rain Event: _____

Suggested Frequency: Seasonally, follow maintenance recommendations from manufacturer for mechanical or treatment systems

Reference	Item	Maintenance Action	Maintenance Completed ex. Y | N | N/A
3.1 - General Procedures	1	If signs of pollution are present, attempt to determine the cause and eliminate it. If a persistent or frequent pollution issue occurs, contact the Owner. This could be a sign that pollutants are routinely being introduced.	
	2	Coordinate with owner/operator; increase protection measures; add signage and/or pet waste stations	
3.3 - Drainage Structures	3	Repair or replace as necessary	
	4	Repair or replace broken, missing, or faded signage	
3.7 - Rooftop Storage	5	Ensure lid is properly sealed; add larvicide to standing water to prevent mosquitoes from reaching adulthood	
	6	Check roof drains, overflow, scuppers, and gutters to ensure that they are draining	
	7	In winter: Drain all remaining water prior to first freeze; disinfect and rinse using approved non-toxic disinfectant; remove remaining water and sediment using vacuum cleaning; keep overflow spigot valve open all winter to prevent water storage and allow for draining; In spring: Check for winter damage and close overflow spigot	
	8	Secure connections	
	9	Service mechanical systems according to manufacturer's recommendation	
	10	Repair or replace as necessary	
	11	Level and stabilize the foundation and cistern	
	12	Wipe outside of cistern	
	13	Remove litter, debris, and accumulated sediment by vacuum; flush out any debris in bottom of cistern with a hose	

Comments/Follow Up