

## STORMWATER FACILITY INSPECTION SHEET AND MAINTENANCE LOG

**Facility Inspection & Maintenance Log** - Please fill out the inspection sheet on page 2 and return it to our office by October 1<sup>st</sup>. Keep the maintenance log at your site, home or office.

West Linn Public Works-ESD  
4100 Norfolk Street  
West Linn, OR 97068

brandolph@westlinnoregon.gov  
Fax: 503.657.3237  
Telephone: 503.742.8624

**Pollution Prevention** - All sites shall implement Best Management Practices or BMP's to prevent hazardous wastes, litter, or excessive oil and sediment from contaminating stormwater. Contact Tualatin Valley Fire & Rescue (911) for immediate assistance with responding to spills. Record time/date, weather, and site conditions if site activities are found to contaminate stormwater. Have commercial parking lots swept professionally each year.

**Vectors** (mosquitoes and rodents) - Stormwater facilities shall not harbor mosquito larvae or rats that pose a threat to public health or that undermine the facility structure. Monitor standing water for small wiggling sticks perpendicular to the water's surface. Note holes/burrows in and around facilities. Call Clackamas County Vector Control at 503-655-8394 for assistance with eradicating vectors. Record time/date, weather, and site conditions when vector activity is observed.

**Depth of Sediment & Oil** – Take and record measurement at catch basins, conveyance systems, inlets, outlets and within the facility itself.

**Vegetation Coverage** – Record percent cover of desirable, dead, and invasive vegetation.

**Condition of Structural Components** – Record type and size of missing or broken components (i.e., width of cracks and/or extent of settling).

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**A note about Rain Gardens:** Maintenance at a minimum shall provide for the following services:

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Mulching: Mulch prevents erosion, controls weeds, replenishes the organic material in the soil, and improves filtration.
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Watering: For the first 2-3 years most plants need deep infrequent water during the dry season to establish a healthy root system.
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Fertilizing: To protect water quality, do not apply fertilizers to your rain garden.
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Weeding: Weed early to avoid more weeds later and do not apply pesticides.
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Pruning: Some pruning may be necessary to keep water inlets and outlets clear.
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Exposed soil and erosion: Sediment flowing into the rain garden can clog the soil mix and slow drainage. Sediment carried out of the rain garden can harm streams and wetlands. Maintain a healthy cover of plants and decorative rock to prevent soil erosion.
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# EXAMPLE

<i>Facility Inspection and Maintenance Log (one sheet can be used per facility or for an entire site)</i>										
Site Address or Location: 150000 Willamette Drive						Date: 4/13/2015				
Type of System(s): Catch Basin						Inspector's Name: Ms. JQ Public				
Owners Mailing Address: same as above				Phone: 503.555.5555		Email: JQpublic@email.com				
Name of Business: N/A						Inspector Title: Homeowner				
<i>Fill in percentages or depth numbers when possible</i>										
Facility Components ↓	↓ Deficiencies ↓									Maintenance Performed ↓
	Trash/Debris	Erosion/Bank Failure/Channel Formation	Sediment Accumulation	Vegetation	Structural Deficiency	Ponding Water	Pests	Odors	Visible Sheen/Foam	
Access Road										
Conveyance Pipes										
Catch Basins or Inlet Structures	5 %		50 %							Had c b vacted out by River City Environ. 4/13/15
Debris barriers, grates or racks										
Sedimentation Facility										
Storm Filters & Treatment Media										
Desirable Vegetation										
Outlet Orifice										
Bypass Overflow										
Fence										
Signs, Valves										
<i>General Observations:</i>										

## Maintenance Log

Record the date, description, and contractor (if applicable) for all structural repairs, landscape maintenance, and facility cleanout activities. Keep this log at your site, home or office.

Facility Location or Address: 26962 Marylhurst Drive

*Example:*

**Date:** 5/1/2015

**Work performed by:** AAA Landscaper under 3 year contract.

**Work performed:** Replanted parking lot swale with sedges & rushes.

**Work Area or specific stormwater facility:** Parking lot swale.

**Details:** Contract is up in 2016, we will be maintaining out WQ facility after that time.

**Date:** 4/13/2015

**Work performed by:** River City Environmental, Inc.

**Work performed:** Catch Basin cleaned

**Work area or specific stormwater facility area:** \_\_\_\_\_

**Details:** Emailed the City of West Linn Public Works the River City Invoice and Inspection Sheet on April 21, 2015.

**Date:** \_\_\_\_\_

**Work performed by:** \_\_\_\_\_

**Work performed:** \_\_\_\_\_

**Work area or specific stormwater facility area:** \_\_\_\_\_

**Details:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Work performed by:** \_\_\_\_\_

**Work performed:** \_\_\_\_\_

**Work area or specific stormwater facility area:** \_\_\_\_\_

**Details:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Work performed by:** \_\_\_\_\_

**Work performed:** \_\_\_\_\_

**Work area or specific stormwater facility area:** \_\_\_\_\_

**Details:** \_\_\_\_\_