**Stormwater Management Measures**

**Maintenance Plan**

**Maintenance Logs and Inspection Records**

**NOTE**

**This Maintenance Logs and Inspection Records are intended to be editable and adjustable in accordance with the design of stormwater management measures, the site conditions, and the special needs of responsible party. The Engineer should supplement information and best management practice to assist the responsible party to perform maintenance.**

Blue text indicates information may be deleted and or replaced as necessary.

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# Inspection Checklist Log

1. **The responsible party shall report issues to the local authority and mosquito commission as required by local ordinances and regulatory authorities.**
2. The maintenance crew should fill out the checklist in the field manual when performing each inspection/maintenance task.
3. After the maintenance task is performed, the checklist should be filed in the Maintenance Plan and recorded in the log below.

| **Cycle of Inspection** | **Stormwater Management**  **Measure No.** | **Checklist No.** | **Date(s) of Inspection** |
| --- | --- | --- | --- |
| (1st Quarter)  MM/DD/YYYY | (Basin #1, GS #1, GS#2 ….) |  |  |
| (2nd Quarter)  MM/DD/YYYY |  |  |  |
| (3rd Quarter)  MM/DD/YYYY |  |  |  |
| (4th Quarter)  MM/DD/YYYY |  |  |  |
| (Unscheduled Inspection; e.g., after 1” rain)  MM/DD/YYYY |  |  |  |
|  |  |  |  |
| (1st Quarter)  MM/DD/YYYY |  |  |  |
| (2nd Quarter)  MM/DD/YYYY |  |  |  |
| (3rd Quarter)  MM/DD/YYYY |  |  |  |
| (4th Quarter)  MM/DD/YYYY |  |  |  |
| (Unscheduled Inspection; e.g., after 1” rain)  MM/DD/YYYY |  |  |  |
|  |  |  |  |
| (1st Quarter)  MM/DD/YYYY |  |  |  |
| (2nd Quarter)  MM/DD/YYYY |  |  |  |
| (3rd Quarter)  MM/DD/YYYY |  |  |  |
| (4th Quarter)  MM/DD/YYYY |  |  |  |
| (Unscheduled Inspection; e.g., after 1” rain)  MM/DD/YYYY |  |  |  |
|  |  |  |  |
| (1st Quarter)  MM/DD/YYYY |  |  |  |
| (2nd Quarter)  MM/DD/YYYY |  |  |  |
| (3rd Quarter)  MM/DD/YYYY |  |  |  |
| (4th Quarter)  MM/DD/YYYY |  |  |  |
| (Unscheduled Inspection; e.g., after 1” rain)  MM/DD/YYYY |  |  |  |
|  |  |  |  |
| (1st Quarter)  MM/DD/YYYY |  |  |  |
| (2nd Quarter)  MM/DD/YYYY |  |  |  |
| (3rd Quarter)  MM/DD/YYYY |  |  |  |
| (4th Quarter)  MM/DD/YYYY |  |  |  |
| (Unscheduled Inspection; e.g., after 1” rain)  MM/DD/YYYY |  |  |  |

Continue the table when necessary.

**Attach the Inspection Checklist after each inspection**

# Preventative Maintenance Log

| **Maintenance Schedule** | **Stormwater Management**  **Measure No.** | **Preventative Maintenance Record No.** | **Date(s) of Maintenance** |
| --- | --- | --- | --- |
| (1st Quarter)  MM/DD/YYYY | (Basin #1, GS #1, GS#2 ….) |  |  |
| (2nd Quarter)  MM/DD/YYYY |  |  |  |
| (3rd Quarter)  MM/DD/YYYY |  |  |  |
| (4th Quarter)  MM/DD/YYYY |  |  |  |
| (Unscheduled Maintenance work; e.g., after 1” rain)  MM/DD/YYYY |  |  |  |
|  |  |  |  |
| (1st Quarter)  MM/DD/YYYY |  |  |  |
| (2nd Quarter)  MM/DD/YYYY |  |  |  |
| (3rd Quarter)  MM/DD/YYYY |  |  |  |
| (4th Quarter)  MM/DD/YYYY |  |  |  |
| (Unscheduled Inspection; e.g., after 1” rain)  MM/DD/YYYY |  |  |  |
|  |  |  |  |

Continue the table when necessary.

**Attach the Preventative Maintenance Record after each maintenance task performed**

# Corrective Maintenance Log

| **Maintenance Schedule** | **Stormwater Management**  **Measure No.** | **Corrective Maintenance Record No.** | **Date(s) of Maintenance** |
| --- | --- | --- | --- |
| (1st Quarter)  MM/DD/YYYY | (Basin #1, GS #1, GS#2 ….) |  |  |
| (2nd Quarter)  MM/DD/YYYY |  |  |  |
| (3rd Quarter)  MM/DD/YYYY |  |  |  |
| (4th Quarter)  MM/DD/YYYY |  |  |  |
| (Unscheduled Maintenance work; e.g., after 1” rain)  MM/DD/YYYY |  |  |  |
|  |  |  |  |
| (1st Quarter)  MM/DD/YYYY |  |  |  |
| (2nd Quarter)  MM/DD/YYYY |  |  |  |
| (3rd Quarter)  MM/DD/YYYY |  |  |  |
| (4th Quarter)  MM/DD/YYYY |  |  |  |
| (Unscheduled Inspection; e.g., after 1” rain)  MM/DD/YYYY |  |  |  |
|  |  |  |  |

Continue the table when necessary

**Attach the Corrective Maintenance Record after each maintenance task performed**