

John Carpita

From: Gunnar Rybacki [Gunnar.Rybacki@ci.bothell.wa.us]
Sent: Wednesday, July 22, 2009 11:37 AM
To: John Carpita
Subject: Re: Maintenance Inspection Forms for Retention/Detention Ponds
Attachments: NEW Commercial_Insp.doc; NEW Regional_Insp.doc; old insp form.pdf

Good Morning,

Please find attached to this e-mail our current inspection and work order forms for Regional/Commercial sites and a pdf of our old inspection form.

The "Regional" form has a different layout since we primarily submit GIS ID's and just short notes to our own maintenance crew.

The "Commercial" form has a bigger free text field because it is not just a "work order" but also a good "public outreach" opportunity since we submit it to either individual parcel owners or property managers.

Hope it is helpful for you guys,

Gunnar Rybacki
Water Quality Inspector
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>>> John Carpita <jcarpita@mrsc.org> 7/21/2009 2:21 PM >>>
Need help with this research request:

Do you have any forms/checklists that are used for the maintenance inspection of SWM detention and water quality ponds and facilities? I need something for my field staff to document our inspections.

Please forward this request to anyone that may be able to help.

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**Commercial Facility Inspection & Work Order
City of Bothell**

Facility #: _____

Date: _____

Work Order #: _____

Address: _____

Inspector: _____

CATCH BASIN / MANHOLES: > 1/3 Sediment / needs Vector / vegetation control

CATCH BASIN / MANHOLES: Grout / grate broken / lid broken / lock-bolt broken / ladder

CONTROL STRUCTURE: needs Vector / Grout / Gate / lock-bolt broken / ladder/vegetation control

PIPES: needs jetted/vegetation control

POND / DITCH / BIOSWALE: accumulated Sediment / trash / debris / vegetation control / erosion

VAULTS / TANKS / DETENTION PIPES: needs Vector / needs jetted / Repairs needed / Air vents

meet Standards: YES _____ NO _____

INSPECTION COMMENTS: _____

For additional information please contact either the inspector or Andy Loch at 425-486-2768

ADDITIONAL WORK PERFORMED / COMMENTS: (to be completed by contractor/maint. staff)

DATE work completed on: _____

SIGNATURE: _____

- IDENTIFIES STRUCTURES (ON MAP) TO BE SERVICED !

Regional Facility Inspection & Work Order City of Bothell

Facility #: _____

Date: _____

Work Order #: _____

Address: _____

Inspector: _____

CATCHBASIN / MANHOLE / PIPE				
Vactor	Jet Clean	Grout	Lid/Grate damaged	Vegetation Ctrl.

Notes: _____

CONTROL STRUCTURE				
Vactor	Orifice plate	Grout	Cleanout Gate	Vegetation Ctrl.

Notes: _____

VAULT / TANK / DETENTION PIPE			
Vactor	Jet Clean	Air vents	Other:

Notes: _____

POND / DITCH / BIOSWALE / TRENCH / ACCESS ROAD					
Sediment	Erosion	Trash/Debris, etc.	Rock lining	Invasive Plant Ctrl.	Vegetation Ctrl.

Notes: _____

meets Standards: YES _____ NO _____
Inspection Comments: _____

Additional work performed / Comments: (to be completed by Street/Storm staff) _____

Date work completed: _____

Signature: _____

_____ : indicates structures (on map) to be serviced

CITY OF BOTHELL

Facility No. _____

Inspector: _____

Address: _____

Date: _____

ITEMS INSPECTED	MAINTENANCE		OBSERVATIONS & REMARKS
	Req'd	Not Req'd	
I. PONDS			
A. Trash & debris			
B. Poisonous/invasive vegetation			
C. Visible pollution			
D. Grass/ground cover			
E. Rodent holes			
F. Insects			
G. Tree growth			
H. Surface erosion			
I. Sediment			
J. Emergency Spillway			
K. Fencing			
L. Gates			
M. Access road			
N. Rock filters			
O. Other			
II. CLOSED DETENTION SYSTEMS (PIPES/TANKS/VAULTS)			
A. Air vents - clear			
B. Pipe sections/tank			
1. Sediment			
2. Cracks			
3. Bent			
C. Other			
III. CONTROL STRUCTURE / RESTRICTOR TEE			
A. Sediment < 1.25'			
B. Structural integrity			
C. Cleanout gate			
1. Operational			
2. Chained			
D. Orifice plate			
1. In place			
2. Obstruction free			
IV. CATCH BASINS / MANHOLES			
A. Grate clear			
B. Sump < 1/3 full			
C. Structural integrity			
D. Vegetation			
E. Visible pollution			
F. Cover			
G. Ladder			

