

Appendix H

Inspection and Maintenance Standard Operating Procedures

Standard Operating Procedures

The following Standard Operating Procedures (SOPs) are presented as example documents for consideration as templates for selected inspection and maintenance activities. City staff may modify and update these SOPs, and prepare additional SOPs as needed to document all inspection and maintenance activities.



Culvert - Visual Inspection

1 Introduction

This section describes procedures and requirements for visually inspecting culverts for damage, blockage, sediment buildup, and other issues that may impair its operation.

2 Scope and Application

The purpose of this standard operating procedure (SOP) is to identify the means and methods to be employed for visual inspections of culverts.

This SOP applies to all inspections performed on the City's culverts. The following procedures are not all inclusive nor are they applicable in all situations. The major elements of this SOP are:

- Personnel and Equipment
- Inspection Procedures
- Data Management
- Post-Servicing Protocols

3 Personnel Qualifications

The following individuals will be involved in this activity:

- Any trained inspector or maintenance personnel.

4 Equipment Requirements

The following is a list of all (minimum) required equipment and materials.

- Gloves
- Safety glasses
- Safety vest
- Tape Measure
- Measuring Wheel
- Camera
- Trash Bag
- Inspection Vehicle

5 Health and Safety Considerations

- Wear all appropriate safety equipment and follow all proper safety training and procedures.
- DO NOT enter a culvert pipe to perform a visual inspection.

6 Procedure

6.1 Inspection Procedures

6.1.1 Photo Documentation

- Observe the area to ensure no hazardous materials or unsafe conditions are present. Watch for traffic if in a traffic area.
- Take a photo of both ends of the culvert and down the culvert barrel.

6.1.2 Inspection Procedures

- Inspect both ends of the culvert for damage. If the culvert has an endwall or mitered end sections, inspect the concrete for damage, cracking, spalling, or other issues.
- Check the area around each end for sediment or debris buildup.
- Using the tape measure, measure the diameter of the pipe barrel (if circular) or the height and span (if elliptical). Confirm the culvert material, and number of barrels. If possible, confirm the length of the culvert using a measuring wheel.
- Inspect the culvert barrel(s), look for damage on side walls and sediment buildup or debris that may be blocking water flow. If present, estimate the depth of sediment and/or debris buildup.
- Complete the Post Servicing Protocol (Section 6.1.3).

6.1.3 Post Servicing Protocol

After completing inspection, the record of service on page 3 must be completed. The record should include any observations of the following:

- Damage to the culvert ends or barrel(s)
- Sediment and/or debris buildup that may affect the performance of the culvert.

The City will retain the service / inspection record for a minimum of five (5) years from the date of maintenance, or in accordance with specified EPA / FDEP requirements.

All records should be made available for inspection upon request at any time.

If required, transport all debris, trash, litter, organics, and sediments to an approved facility for disposal in accordance with local and state requirements.



7 Record of Service Form

Asset ID No.: _____ Stormwater Management Zone: _____

Nearest Address/Street: _____

Date: _____ Start Time: _____ End Time: _____ Staff ID: _____

Staff Count: _____ Equipment Count: _____ CY Removed: _____

Condition Grade (1-5): _____ Qualitative Grade (circle one): Excellent Good Fair Poor

Inspection Item	Condition	Recommended Interval	Comments
General Area		Quarterly	
Culvert End 1	Damaged Y / N		
Culvert End 2	Damaged Y / N		
Culvert Barrel(s)	Damaged Y / N		

Additional Notes



Culvert - Routine Inspection and Cleaning

1 Introduction

This section describes procedures and requirements for routine inspection and cleaning of culverts for damage, blockage, sediment buildup, and other issues that may impair its operation.

2 Scope and Application

The purpose of this standard operating procedure (SOP) is to identify the means and methods to be employed for routine inspection and cleaning of culverts.

This SOP applies to all inspections performed on the City's culverts. The following procedures are not all inclusive nor are they applicable in all situations. The major elements of this SOP are:

- Personnel and Equipment
- Inspection Procedures
- Data Management
- Post-Servicing Protocols

3 Personnel Qualifications

The following individuals will be involved in this activity:

- Maintenance III
- Maintenance II
- Maintenance I

4 Equipment Requirements

The following is a list of all (minimum) required equipment and materials.

- Gloves
- Safety glasses
- Safety vest
- Tape Measure
- Measuring Wheel
- Camera
- Trash Bag
- Shovels
- Cleaning Equipment (Vactor Truck with jetting tools or Mini-Excavator with culvert cleaner attachment (BTE auger or equivalent))
- Maintenance Vehicles

5 Health and Safety Considerations

- Wear all appropriate safety equipment and follow all proper safety training and procedures.

6 Procedure

6.1 Inspection Procedures

6.1.1 Photo Documentation

- Observe the area to ensure no hazardous materials or unsafe conditions are present. Watch for traffic if in a traffic area.
- Take a photo of both ends of the culvert and down the culvert barrel.

6.1.2 Inspection and Cleaning Procedures

- Inspect both ends of the culvert for damage. If the culvert has an endwall or mitered end sections, inspect the concrete for damage, cracking, spalling, or other issues. If necessary, schedule a follow-up concrete repair.
- Check the area around each end for sediment or debris buildup.
- Using the tape measure, measure the diameter of the pipe barrel (if circular) or the height and span (if elliptical). Confirm the culvert material, and number of barrels. If possible, confirm the length of the culvert using a measuring wheel.
- Inspect the culvert barrel(s), look for damage on side walls and sediment buildup or debris that may be blocking water flow. If present, estimate the depth of sediment and/or debris buildup.
- Use Cleaning Equipment to remove sediment and debris from culvert barrel(s). Estimate the volume of material removed. Dispose of all removed materials properly.
- Complete the Post Servicing Protocol (Section 6.1.3).

6.1.3 Post Servicing Protocol

After completing inspection, the record of service on page 3 must be completed. The record should include any observations of the following:

- Damage to the culvert ends or barrel(s) that may warrant follow-up work.

The City will retain the service / inspection record for a minimum of five (5) years from the date of maintenance, or in accordance with specified EPA / FDEP requirements.

All records should be made available for inspection upon request at any time.

If required, transport all debris, trash, litter, organics, and sediments to an approved facility for disposal in accordance with local and state requirements.

Asset ID No.: _____ Stormwater Management Zone: _____

Nearest Address/Street: _____

Date: _____ Start Time: _____ End Time: _____ Staff ID: _____

Staff Count: _____ Equipment Count: _____ CY Removed: _____

Condition Grade (1-5): _____ Qualitative Grade (circle one): Excellent Good Fair Poor

Inspection Item	Condition	Recommended Interval	Comments
General Area		Quarterly	
Culvert End 1	Damaged Y / N		
Culvert End 2	Damaged Y / N		
Culvert Barrel(s)	Damaged Y / N		

Additional Notes	

Inlet Structure - Visual Inspection

1 Introduction

This section describes procedures and requirements for visually inspecting inlet structures for damage, blockage, sediment buildup, and other issues that may impair the operation of the structure.

2 Scope and Application

The purpose of this standard operating procedure (SOP) is to identify the means and methods to be employed for visual inspections of inlet structures.

This SOP applies to all inspection performed on the City's inlet structures. The following procedures are not all inclusive nor are they applicable in all situations. The major elements of this SOP are:

- Personnel and Equipment
- Inspection Procedures
- Data Management
- Post-Servicing Protocols

3 Personnel Qualifications

The following individuals will be involved in this activity:

- Any trained inspector or maintenance personnel.

4 Equipment Requirements

The following is a list of all (minimum) required equipment and materials.

- Gloves
- Safety glasses
- Safety vest
- Steel Grate Hook
- Camera
- Trash Bag
- Inspection Vehicle

5 Health and Safety Considerations

- Wear all appropriate safety equipment and follow all proper safety training and procedures.
- Inlet grates are HEAVY – Use proper lifting techniques and equipment to avoid injury when removing and replacing an inlet grate.



6 Procedure

6.1 Inspection Procedures

6.1.1 Photo Documentation

- Observe the area to ensure no hazardous materials or unsafe conditions are present. Watch for traffic if in a traffic area.
- Take a photo of the inlet structure prior to any work being done.

6.1.2 Inspection Procedures

- Inspect the structure top and grate for damage or deformation. Remove and dispose of any material that may be on or in the grate that could interfere with water flow.
- Carefully remove the grate and set it next to the inlet structure.
- Observe the inlet structure, look for damage on side walls and sediment buildup or debris that may be blocking the pipe(s) at the bottom of the structure. Take a photo looking down at the bottom.
- If present, estimate the depth of sediment and/or debris buildup.
- Carefully replace the grate on the inlet structure.
- Complete the Post Servicing Protocol (Section 6.1.3).

6.1.3 Post Servicing Protocol

After completing inspection, the record of service on page 3 must be completed. The record should include any observations of the following:

- Damage to the inlet, grate, or inflow/outflow pipes
- Partial or complete grate blockage
- Sediment and/or debris buildup that may affect the performance of the inlet.
- Nearby conditions (i.e., new construction with no silt fence in place) that could introduce sediments, debris, or chemicals into the stormwater inlet.

The City will retain the service / inspection record for a minimum of five (5) years from the date of maintenance, or in accordance with specified EPA / FDEP requirements.

All records should be made available for inspection upon request at any time.

If required, transport all debris, trash, litter, organics, and sediments to an approved facility for disposal in accordance with local and state requirements.



7 Record of Service Form

Asset ID No.: _____ Stormwater Management Zone: _____

Nearest Address/Street: _____

Date: _____ Start Time: _____ End Time: _____ Staff ID: _____

Staff Count: _____ Equipment Count: _____ CY Removed: _____

Condition Grade (1-5): _____ Qualitative Grade (circle one): Excellent Good Fair Poor

Inspection Item	Condition	Recommended Interval	Comments
General Area		Quarterly	
Inlet Grate	Damaged Y / N		
Inlet Structure	Damaged Y / N		
Inflow/Outflow Pipe(s)	Damaged Y / N		

Additional Notes

Inlet Structure - Routine Inspection and Cleaning

1 Introduction

This section describes procedures and requirements for visually inspecting inlet structures for damage, blockage, sediment buildup, and other issues that may impair the operation of the structure and conducting a full cleaning of the structure and grate.

2 Scope and Application

The purpose of this standard operating procedure (SOP) is to identify the means and methods to be employed for routine inspection and cleaning of inlet structures.

This SOP applies to all inspection performed on the City's inlet structures. The following procedures are not all inclusive nor are they applicable in all situations. The major elements of this SOP are:

- Personnel and Equipment
- Inspection Procedures
- Data Management
- Post-Servicing Protocols

3 Personnel Qualifications

The following individuals will be involved in this activity:

- Maintenance III
- Maintenance I

4 Equipment Requirements

The following is a list of all (minimum) required equipment and materials.

- Gloves
- Safety glasses
- Safety vest
- Steel Grate Hook
- Camera
- Trash Bag
- Vactor Truck

5 Health and Safety Considerations

- Wear all appropriate safety equipment and follow all proper safety training and procedures.
- Inlet grates are HEAVY – Use proper lifting techniques and equipment to avoid injury when removing and replacing an inlet grate.

- Follow all proper Lift/Push/Pull Safety Training and Procedures
- Follow all proper Confined Space Training and Procedures (if entering structure)
- Follow all safe operating procedures for Vacuum Truck operation

6 Procedure

6.1 Inspection Procedures

6.1.1 Photo Documentation

- Observe the area to ensure no hazardous materials or unsafe conditions are present. Watch for traffic if in a traffic area.
- Take a photo of the inlet structure prior to any work being done.

6.1.2 Inspection and Maintenance Procedures

- Inspect the structure top and grate for damage or deformation. Remove and dispose of any material that may be on or in the grate that could interfere with water flow.
- Carefully remove the grate and set it next to the inlet structure.
- Observe the inlet structure, look for damage on side walls and sediment buildup or debris that may be blocking the pipe(s) at the bottom of the structure. Take a photo looking down at the bottom.
- If present, estimate the depth of sediment and/or debris buildup.
- Remove all debris that cannot be vacuumed from the structure.
- Vacuum any remaining debris and sediment from the structure.
- Carefully replace the grate on the inlet structure.
- Complete the Post Servicing Protocol (Section 6.1.3).

6.1.3 Post Servicing Protocol

After completing inspection, the record of service on page 3 must be completed. The record should include any observations of the following:

- Damage to the inlet, grate, or inflow/outflow pipes
- Partial or complete grate blockage
- Sediment and/or debris buildup that may affect the performance of the inlet.
- Nearby conditions (i.e., new construction with no silt fence in place) that could introduce sediments, debris, or chemicals into the stormwater inlet.

The City will retain the service / inspection record for a minimum of five (5) years from the date of maintenance, or in accordance with specified EPA / FDEP requirements.

All records should be made available for inspection upon request at any time.

If required, transport all debris, trash, litter, organics, and sediments to an approved facility for disposal in accordance with local and state requirements.



7 Record of Service Form

Asset ID No.: _____ Stormwater Management Zone: _____

Nearest Address/Street: _____

Date: _____ Start Time: _____ End Time: _____ Staff ID: _____

Staff Count: _____ Equipment Count: _____ CY Removed: _____

Condition Grade (1-5): _____ Qualitative Grade (circle one): Excellent Good Fair Poor

Inspection Item	Condition	Recommended Interval	Comments
General Area		Quarterly	
Inlet Grate	Damaged Y / N		
Inlet Structure	Damaged Y / N		
Inflow/Outflow Pipe(s)	Damaged Y / N		

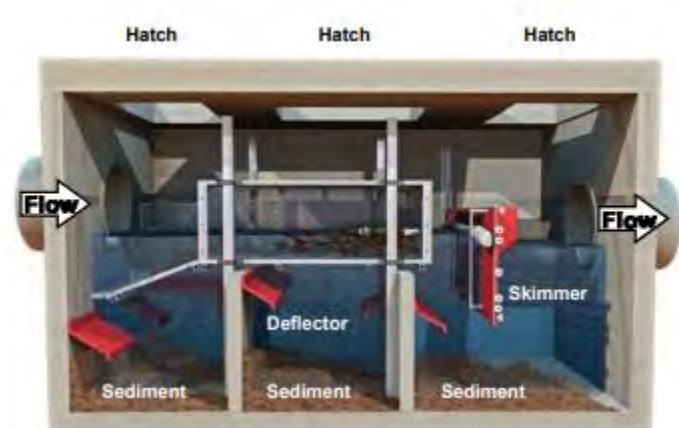
Additional Notes

Nutrient Separating Baffle Box Routine Inspection and Maintenance

1 Introduction

The Nutrient Separating Baffle Box (NSBB) is a key component of your stormwater management program. To maintain proper operation, maintenance of these units is important. The NSBB is highly effective in capturing total suspended solids (TSS), total phosphorus (TP), total nitrogen (TN), organics, trash, litter, oils and grease. NSBB operation is as follows:

- Runoff filters through the screen and skimmer, leaving pollutants behind. Left over runoff evaporates over time.
- Turbulence deflectors prevent captured sediment from becoming resuspended.
- Hydrocarbons and other floating debris are trapped upstream of the floating skimmer.



To ensure that the Nutrient Separating Baffle Box obtains optimal pollutant removal efficiencies, subsequent inspections of sediment accumulation should be conducted a minimal of four (4) times per year. In the event the sediment accumulation equals or exceeds 50% of the Minimum Sediment Storage Volume then all accumulated sediment must be removed. All inspections must be documented.

2 Scope and Application

The purpose of this standard operating procedure (SOP) is to identify the means and methods to be employed for routine inspection and maintenance of the Nutrient Separating Baffle Box.

This SOP applies to all inspection and maintenance performed on the City's NSBBs. The following procedures are not all inclusive nor are they applicable in all situations. The major elements of this SOP are:

- Personnel and Equipment
- Inspection Procedures
- Maintenance Procedures
- Data Management
- Post-Servicing Protocols

3 Personnel Qualifications

The following individuals will be involved in performance of the routine inspection and maintenance of the Nutrient Separating Baffle Box.



- Maintenance III (2)
- Maintenance II (3)
- Maintenance I (2)

4 Equipment Requirements

The following is a list of all (minimum) required equipment and materials.

- Camera
- Rake
- Disposal Bag
- Pen and Record of Service Form (page 5)
- Gloves
- Flashlight
- Safety glasses
- Safety vest
- Vacuum Truck required for maintenance
- Temporary Pipe Plug for Inlet
- Compressor for Pipe Plug
- Dewatering Pump
- Blower for air circulation
- Air Quality Meter

5 Health and Safety Considerations

- Follow all proper Lift/Push/Pull Safety Training and Procedures
- Follow all proper Confined Space Training and Procedures (if entering baffle box)
- Follow all safe operating procedures for Vacuum Truck operation

6 Procedure

6.1 Inspection and Maintenance Procedures

6.1.1 Photo Documentation

- Observe the site to ensure no hazardous materials or unsafe conditions are present.
- Inspect the site prior to maintenance effort to assess maintenance needs.
- Write up the BMP system ID, date, and maintenance task, and take a photo of the label.
- Take a photo of the BMP component(s) or specific focus area(s) that will undergo maintenance prior to any work being done.
- Perform maintenance task(s).



- Take a photo of the BMP component(s) or specific focus area(s) that underwent maintenance, matching the photos taken prior to work as best as possible.

Special Considerations:

- The use of cameras with wrist straps is preferred to prevent the possibility of a camera falling into a BMP component.
- Avoid shadows in photos when possible. Use a flashlight when appropriate.
- Be cautious of traffic when taking photos near active roadways and sites.

6.1.2 Inspection Procedures

1. Visually inspect the unit from the surface for broken or missing hinges or handles.
2. Open access points (i.e., Manhole Covers or Hatches) and secure properly.
3. A visual inspection should be made of the basket screen system to determine the capacity of debris, cracks or damages.
4. A visual inspection should be made of the stormboom. Check for missing or broken parts.
5. A visual inspection should be done of the sediment chambers. This may require opening the bottom doors of the screen system (if possible).
6. A visual inspection should be made of the overall condition of the vault. Typically, joint areas as well as inflow and outflow pipe grout areas.
7. Complete the Post Servicing Protocol (Section 7.1.4)

6.1.3 Maintenance Procedures

Maintenance activities including the removal of captured sediment and debris. Maintenance can be performed from outside the NSBB through access points such as manhole covers or hatches installed in the vault surface above the sediment chambers. During maintenance, the screen system may have either sliding top doors or hinged doors. These doors open to gain access to the debris captured by the screen system. The screen system also has bottom doors that open to give access to the sediment collected in the settling chambers. A vacuum truck is required for debris removal. Some situations may arise when the structure needs to be entered.

1. Open the access openings on top of the Baffle Box. These access openings are typically manhole covers, hatches, or grates.
2. Vacuum the debris captured by the screen system to expose the sediment collection chambers.
3. Open the bottom doors to the basket system to expose the sediment collection chambers. These doors are provided with eyebolts to attach a hook to lift open the doors which will hinge off to the side (fig 3.1).
4. Vacuum each of the lower sediment chambers until they are empty.
5. After cleaning the sediment chambers close the bottom screen doors of the screen system. Lower / Slide the top doors and assure they lock correctly.
6. Visually inspect the stormboom in the skimmer system for oil accumulation. Change the stormboom if it is significantly discolored or if it is close to one (1) year of service. The stormboom has ropes attached to each end which are fastened to eyelets adjacent to the access cover. These ropes act as a leash to prevent the bottom from washing away, and to allow the bottom to be easily pulled out of the containment bracket system on the face of the skimmer. Attach a rope on the end of the new boom to a rope on the end of the old boom. As the old boom is pulled out it will pull the new boom



into position. The booms will trade places. Attach the rope ends of the new boom to the eyelets adjacent to the access cover.

7. When all maintenance work is completed, close the access covers or hatches.
8. Complete the Post Servicing Protocol below.

6.1.4 Post Servicing Protocol

After completing inspection or maintenance, the record of service on page 5 must be completed. The record should include maintenance activities performed, amount and description of debris collected and system condition.

- The City will retain the service / inspection record for a minimum of five (5) years from the date of maintenance, or in accordance to specified EPA / FDEP requirements.
- All records should be made available for inspection upon request at any time.
- Transport all debris, trash, litter, organics, and sediments to an approved facility for disposal in accordance with local and state requirements.

Asset ID No.: _____ Stormwater Management Zone: _____

Nearest Address/Street: _____

Date: _____ Start Time: _____ End Time: _____ Staff ID: _____

Staff Count: _____ Equipment Count: _____ CY Removed: _____

Condition Grade (1-5): _____ Qualitative Grade (circle one): Excellent Good Fair Poor

Inspection Item	Condition	Recommended Interval	Comments
Access points		Quarterly	
Screen System			
Skimmer			
Sediment Chambers			
Vault Condition			

Maintenance Item	Volume Collected	Date	Comments
Screen System			
Skimmer			
Sediment Chambers	Replaced Y / N		

Additional Notes	

Open Channel - Visual Inspection

1 Introduction

This section describes procedures and requirements for visually inspecting open channels (i.e., swales and ditches) for damage, blockage, sediment buildup, and other issues that may impair its operation.

2 Scope and Application

The purpose of this standard operating procedure (SOP) is to identify the means and methods to be employed for visual inspections of open channels.

This SOP applies to all inspections performed on open channels. The following procedures are not all inclusive nor are they applicable in all situations. The major elements of this SOP are:

- Personnel and Equipment
- Inspection Procedures
- Data Management
- Post-Servicing Protocols

3 Personnel Qualifications

The following individuals will be involved in this activity:

- Any trained inspector or maintenance personnel.

4 Equipment Requirements

The following is a list of all (minimum) required equipment and materials.

- Gloves
- Safety glasses
- Safety vest
- Tape Measure
- Measuring Wheel
- Camera
- Inspection Vehicle

5 Health and Safety Considerations

- Wear all appropriate safety equipment and follow all proper safety training and procedures.



6 Procedure

6.1 Inspection Procedures

6.1.1 Photo Documentation

- Observe the area to ensure no hazardous materials or unsafe conditions are present. Watch for traffic if in a traffic area.
- Take a photo of the open channel from one end looking toward the other.

6.1.2 Inspection Procedures

- Starting from one end, inspect the end area, bottom area and sideslopes for correct grading, level of vegetation, and sediment or debris buildups. If the channel end has a culvert with an endwall or mitered end sections, inspect the concrete for damage, cracking, spalling, or other issues.
- Observe the shape of the channel, it should be roughly trapezoidal. Using the measuring wheel, measure the bottom width of the channel, from the toe of each sideslope. Measure the length and estimate the slope (V:H) of each side slope.
- Observe the grade of the bottom – it should be a constant longitudinal slope from end to end. If the bottom shows hills and valleys, schedule a regrading soon.
- The channel should be clear of excessive vegetation, trees, rocks, and anything else that may impede water flow.
- Complete the Post Servicing Protocol (Section 6.1.3).

6.1.3 Post Servicing Protocol

After completing inspection, the record of service on page 3 must be completed. The record should include any observations of the following:

- Damage to open channel bottom or sideslopes.
- Sediment and/or debris buildup that may affect the performance of the open channel.

The City will retain the service / inspection record for a minimum of five (5) years from the date of maintenance, or in accordance with specified EPA / FDEP requirements.

All records should be made available for inspection upon request at any time.

If required, transport all debris, trash, litter, organics, and sediments to an approved facility for disposal in accordance with local and state requirements.



7 Record of Service Form

Asset ID No.: _____ Stormwater Management Zone: _____

Nearest Address/Street: _____

Date: _____ Start Time: _____ End Time: _____ Staff ID: _____

Staff Count: _____ Equipment Count: _____ CY Removed: _____

Condition Grade (1-5): _____ Qualitative Grade (circle one): Excellent Good Fair Poor

Inspection Item	Condition	Recommended Interval	Comments
General Area		Quarterly	
Culvert End 1	Damaged Y / N		
Culvert End 2	Damaged Y / N		
Culvert Barrel(s)	Damaged Y / N		

Additional Notes



Zone Activity - Drive-By Visual Inspection

1 Introduction

This section describes procedures and requirements for conducting drive-by visual inspections of entire stormwater management zones and recording proper photo documentation of BMP components. These types of inspections are intended to be conducted twice per year, in May prior to the rainy season and November following the rainy season.

2 Scope and Application

The purpose of this standard operating procedure (SOP) is to identify the means and methods to be employed for drive-by visual inspections. The following procedures are not all inclusive nor are they applicable in all situations. The major elements of this SOP are:

- Personnel and Equipment
- Inspection Procedures
- Data Management
- Post-Servicing Protocols

3 Personnel Qualifications

The following personnel will be involved in this activity:

- Stormwater Utility Inspector or as designated by the Stormwater Superintendent

4 Equipment Requirements

The following is a list of all (minimum) required equipment and materials:

- Light vehicle
- Vehicle-mounted GPS-enabled camera
- Pen & paper
- Safety vest

5 Health and Safety Considerations

- Follow all proper Safety Training and Procedures
- **CAUTION!** Use great care while driving, as your attention may be directed toward the condition of roadside swales and culverts that the camera is capturing rather than road traffic. Drive first, take video/pictures second.



6 Procedure

6.1 Inspection and Photo Documentation

- Determine zone driving route in advance to minimize driving distance.
- Ensure camera battery is fully charged and memory card in camera is present and empty.
- At starting location, activate camera and drive slowly (<10 mph) to capture steady video footage or still photos of each property along the route. Observe condition of front yard swales and driveway culverts, noting properties with significant sedimentation or blockage of flow.
- Continue inspections until all properties in zone have been completed.
- Be cautious of traffic when taking photos near active roadways and sites.

6.2 Post Servicing Protocol

- After completing the zone inspection, the Record of Service Form on page 3 must be completed and turned in to the City Engineer or other designated City employee.
- Download the memory card to an appropriate server file as directed by the City Engineer, moving all files and clearing the memory card so it is available for the next inspection. Note the file location on the Record of Service Form.
- The City Engineer or designee will enter the activity record into the CMMS, file the hard copy form and retain the form per City requirements. Photo files will be retained on the City's servers and will be reviewed by the City Engineer or designee and CMMS asset records updated for locations with maintenance issues.
- All records should be made available for inspection upon request at any time.



7 Record of Service Form

Stormwater Management Zone: _____

Date: _____ Start Time: _____ End Time: _____ Staff ID: _____

Staff Count: _____ Equipment Count: _____

Picture File Location: _____

Additional Notes