

All LID BMPs (Best Management Practices)

City of Poulsbo Maintenance Standards

Stormwater Management Manual for Western Washington - WA State Department of Ecology

Element	Recommended Frequency		Condition When Maintenance is Needed	Action Needed
	Inspection	Routine Maintenance		
General				
Facility Presence	All visits		When facility is not present.	Inspect to ensure the facility is present on site as shown on the as-built (or record) drawings and previous photos.
Spill Prevention and Response				
Spill Prevention	On-going		On-going	All sites must implement BMPs to prevent hazardous or solid wastes or excessive oil and sediment from contaminating stormwater.
Spill Cleanup	When a spill occurs		Release of pollutants to the environment or storm drainage system.	<ul style="list-style-type: none"> • Call the local or regional hotline number to report any spills or other illicit discharges. • Clean up spills as soon as possible to prevent contamination of storm water. • Restore BMP facility design and function per the record (as-built) drawings.
Pests				
Pest Management	As needed		Pests of concern are present and impacting BMP facility function or water quality.	<ul style="list-style-type: none"> • Pesticide use should be generally discouraged, even conditionally prohibited in some cases. • Pesticides include the following: herbicides, fungicides, insecticides, rodenticides, and pediculicides. • If pesticide use is planned in or near LID BMPs, make sure to check the following current regulations: <ol style="list-style-type: none"> 1) Federal- Environmental Protection Agency (EPA) Federal Insecticide and Rodenticide Act. 2) State- Ecology, Washington State Department of Agriculture, Washington Department of Fish and Wildlife, Natural Resources Conservation Services. 3) Local city or county ordinances/codes, and/or applicable Integrated Pest Management (IPM) plan. • For the protection of health and safety, check the following: <ol style="list-style-type: none"> 1) Washington State Department of Labor & Industries 2) Washington State Department of Health (local branch if applicable)

Biofiltration Swale - Typical

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Element	Defect	Conditions When Maintenance Is Needed	Results Expected When Maintenance is Performed
General	Sediment Accumulation on Grass	Sediment depth exceeds 2 inches.	Remove sediment deposits on grass treatment area of the bio-swale. When finished, swale should be level from side to side and drain freely toward outlet. There should be no areas of standing water once inflow has ceased.
	Standing Water	When water stands in the swale between storms and does not drain freely.	Any of the following may apply: remove sediment or trash blockages, improve grade from head to foot of swale, remove clogged check dams, add underdrains or convert to a wet biofiltration swale.
	Flow Spreader	Flow spreader uneven or clogged so that flows are not uniformly distributed through entire swale width.	Level the spreader and clean so that flows are spread evenly over entire swale width.
	Constant Baseflow	When small quantities of water continually flow through the swale, even when it has been dry for weeks, and an eroded, muddy channel has formed in the swale bottom.	Add a low-flow pea-gravel drain the length of the swale or by-pass the baseflow around the swale.
	Poor Vegetation Coverage	When grass is sparse or bare or eroded patches occur in more than 10% of the swale bottom.	Determine why grass growth is poor and correct that condition. Re-plant with plugs of grass from the upper slope: plant in the swale bottom at 8-inch intervals or re-seed into loosened, fertile soil.
	Vegetation	When the grass becomes excessively tall (greater than 10- inches); when nuisance weeds and other vegetation starts to take over.	Mow vegetation or remove nuisance vegetation so that flow not impeded. Grass should be mowed to a height of 3 to 4 inches. Remove grass clippings.
	Excessive Shading	Grass growth is poor because sunlight does not reach swale.	If possible, trim back over-hanging limbs and remove brushy vegetation on adjacent slopes.
	Inlet / Outlet	Inlet/outlet areas clogged with sediment and/or debris.	Remove material so that there is no clogging or blockage in the inlet and outlet area.
	Trash and Debris Accumulation	Trash and debris accumulated in the bioswale.	Remove trash and debris from bioswale.
	Erosion / Scouring	Eroded or scoured swale bottom due to flow channelization, or higher flows.	<ul style="list-style-type: none"> • For ruts or bare areas less than 12 inches wide, repair the damaged area by filling with crushed gravel. • If bare areas are large, generally greater than 12 inches wide, the swale should be re-graded and re-seeded. • For smaller bare areas, overseed when bare spots are evident, or take plugs of grass from the upper slope and plant in the swale bottom at 8-inch intervals.

Biofiltration Swale - Wet

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General	Sediment Accumulation	Sediment depth exceeds 2 inches in 10% of the swale treatment area.	Remove sediment deposits in treatment area.
	Water Depth	Water not retained to a depth of about 4 inches during the wet season.	Build up or repair outlet berm so that water is retained in the wet swale.
	Wetland Vegetation	Vegetation becomes sparse and does not provide adequate filtration OR vegetation is crowded out by very dense clumps of cattail, which do not allow water to flow through the clumps.	Determine cause of lack of vigor of vegetation and correct. Replant as needed. For excessive cattail growth, cut cattail shoots back and compost off-site. (Normally wetland vegetation does not need to be harvested unless die-back is causing oxygen depletion in downstream waters.)
	Inlet / Outlet	Inlet/outlet area clogged with sediment and/or debris.	Remove clogging or blockage in the inlet and outlet areas.
	Trash and Debris Accumulation	<ul style="list-style-type: none"> Any trash and debris which exceed 1 cubic feet per 1,000 square feet. In general, there should be no visual evidence of dumping. If less than threshold all trash and debris will be removed as part of next scheduled maintenance. 	Remove trash and debris from bioswale.
	Erosion / Scouring	Eroded or scoured swale bottom due to flow channelization, or higher flows.	<ul style="list-style-type: none"> For ruts or bare areas less than 12 inches wide, repair the damaged area by filling with crushed gravel. If bare areas are large, generally greater than 12 inches wide, the swale should be re-graded and re-seeded. For smaller bare areas, overseed when bare spots are evident, or take plugs of grass from the upper slope and plant in the swale bottom at 8-inch intervals.

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Element	Recommended Frequency		Condition When Maintenance is Needed	Action Needed
	Inspection	Routine Maintenance		
<p>The inspection and routine maintenance frequencies and actions do not supersede or replace any requirements by the City of Poulsbo for compliance with its Washington State Department of Ecology Western Washington Phase 2 Municipal Stormwater Permit.</p> <p>Frequencies: A = Annually; B = Biannually (twice per year); M = Monthly; W = At least one visit should occur during the wet season (for debris/clog related maintenance, this inspection/maintenance visit should occur in the early fall, after deciduous trees have lost their leaves); S = Perform inspections after major storm events (24-hour storm event with a 10-year or greater recurrence interval).</p> <p>Abbreviations: IPM - Integrated Pest Management ISA - International Society of Arboriculture</p>				
Facility Footprint				
Earthen Side Slopes and Berms	B, S		Erosion (gullies/ rills) greater than 2 inches deep around inlets, outlet, and alongside slopes.	<ul style="list-style-type: none"> Eliminate cause of erosion and stabilize damaged area (regrade, rock, vegetation, erosion control matting). For deep channels or cuts (over 3 inches in ponding depth), temporary erosion control measures should be put in place until permanent repairs can be made. Properly designed, constructed and established facilities with appropriate flow velocities should not have erosion problems except perhaps in extreme events. If erosion problems persist, the following should be reassessed: (1) flow volumes from contributing areas and bioretention facility sizing; (2) flow velocities and gradients within the facility; and (3) flow dissipation and erosion protection strategies at the facility inlet.
	A		Erosion of sides causes slope to become a hazard.	Take actions to eliminate the hazard and stabilize slopes.
	A, S		Settlement greater than 3 inches (relative to undisturbed sections of berm).	Restore to design height.
	A, S		Downstream face of berm wet, seeps or leaks evident.	Plug any holes and compact berm (may require consultation with engineer, particularly for larger berms).
	A		Any evidence of rodent holes or water piping in berm.	<ul style="list-style-type: none"> Eradicate rodents (see "Pest control"). Fill holes and compact (may require consultation with engineer, particularly for larger berms).

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Concrete Sidewalls	A		Cracks or failure of concrete sidewalls.	<ul style="list-style-type: none"> Repair/ seal cracks. Replace if repair is insufficient.
Rockery Sidewalls	A		Rockery side walls are insecure.	Stabilize rockery sidewalls (may require consultation with engineer, particularly for walls 4 feet or greater in height).
Facility Area		All maintenance visits (at least biannually)	Trash and debris present.	Clean out trash and debris.
Facility Bottom Area	A, S		Accumulated sediment to extent that infiltration rate is reduced (see "Ponded water") or surface storage capacity significantly impacted.	<ul style="list-style-type: none"> Remove excess sediment. Replace any vegetation damaged or destroyed by sediment accumulation and removal. Mulch newly planted vegetation. Identify and control the sediment source (if feasible). If accumulated sediment is recurrent, consider adding presettlement or installing berms to create a forebay at the inlet.
		During/after fall leaf drop	Accumulated leaves in facility.	Remove leaves if there is a risk to clogging outlet structure or water flow is impeded.
Low Permeability Check Dams and Weirs	A, S		Sediment, vegetation, or debris accumulated at or blocking (or having the potential to block) check dam, flow control weir or orifice.	Clear the blockage.
	A, S		Erosion and/or undercutting present.	Repair and take preventative measures to prevent future erosion and/or undercutting.
	A		Grade board or top of weir damaged or not level.	Restore to level position.

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Ponded Water	B, S		Excessive ponding water: Water overflows during storms smaller than the design event or ponded water remains in the basin 48 hours or longer after the end of a storm.	Determine cause and resolve in the following order: 1. Confirm leaf or debris buildup in the bottom of the facility is not impeding infiltration. If necessary, remove leaf litter/debris. 2. Ensure that underdrain (if present) is not clogged. If necessary, clear underdrain. 3. Check for other water inputs (e.g., groundwater, illicit connections). 4. Verify that the facility is sized appropriately for the contributing area. Confirm that the contributing area has not increased. If steps #1-4 do not solve the problem, the bioretention soil is likely clogged by sediment accumulation at the surface or has become overly compacted. Dig a small hole to observe soil profile and identify compaction depth or clogging front to help determine the soil depth to be removed or otherwise rehabilitated (e.g., tilled). Consultation with an engineer is recommended.
Bioretention Soil Mix	As needed		Bioretention soil mix protection is needed when performing maintenance requiring entrance into the facility footprint.	<ul style="list-style-type: none"> Minimize all loading in the facility footprint (foot traffic and other loads) to the degree feasible in order to prevent compaction of bioretention soils. Never drive equipment or apply heavy loads in facility footprint. Because the risk of compaction is higher during saturated soil conditions, any type of loading in the cell (including foot traffic) should be minimized during wet conditions. Consider measures to distribute loading if heavy foot traffic is required or equipment must be placed in facility. As an example, boards may be placed across soil to distribute loads and minimize compaction. If compaction occurs, soil must be loosened or otherwise rehabilitated to original design state.
Inlets / Outlets / Pipes				
Splash Block Inlet	A		Water is not being directed properly to the facility and away from the inlet structure.	Reconfigure/ repair blocks to direct water to facility and away from structure.

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Curb Cut Inlet/Outlet	M (see Action)	Weekly during fall leaf drop	Accumulated leaves at curb cuts.	<ul style="list-style-type: none"> Clear leaves (particularly important for key inlets and low points along long, linear facilities).
Pipe Inlet/Outlet	A		Pipe is damaged.	Repair/ replace.
	W		Pipe is clogged.	Remove roots or debris.
	A, S		Sediment, debris, trash, or mulch reducing capacity of inlet/outlet.	<ul style="list-style-type: none"> Clear the blockage. Identify the source of the blockage and take actions to prevent future blockages.
		Weekly during fall leaf drop	Accumulated leaves at inlets/outlets.	Clear leaves (particularly important for key inlets and low points along long, linear facilities).
		A	Maintain access for inspections.	<ul style="list-style-type: none"> Clear vegetation (transplant vegetation when possible) within 1 foot of inlets and outlets, maintain access pathways. Consultation with a landscape architect is recommended for removal, transplant, or substitution of plants.
Erosion Control at Inlet	A		Concentrated flows are causing erosion.	Maintain a cover of rock or cobbles or other erosion protection measure (e.g., matting) to protect the ground where concentrated water enters the facility (e.g., a pipe, curb cut or swale).
Trash Rack	S		Trash or other debris present on trash rack.	Remove & dispose.
	A		Bar screen damaged or missing.	Repair/replace.
Overflow	A, S		Capacity reduced by sediment or debris.	Remove sediment or debris & dispose.
Underdrain Pipe	Clean pipe as needed	Clean orifice at least biannually	<ul style="list-style-type: none"> Plant roots, sediment or debris reducing capacity of underdrain Prolonged surface ponding (see "Ponded water") 	<ul style="list-style-type: none"> Jet clean or rotary cut debris/roots from underdrain(s) If underdrains are equipped with a flow restrictor (e.g., orifice) to attenuate flows, the orifice must be cleaned regularly. May need more frequent cleaning during the wet season.

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Vegetation				
Facility Bottom Area and Upland Slope Vegetation	Fall and Spring		Vegetation survival rate falls below 75% within first two years of establishment (unless project O&M manual or record drawing stipulates more or less than 75% survival rate).	<ul style="list-style-type: none"> Determine cause of poor vegetation growth and correct condition. Replant as necessary to obtain 75% survival rate or greater. Refer to original planting plan, or approved jurisdictional species list for appropriate plant replacements (See Appendix 3 - Bioretention Plant List, in the <i>LID Technical Guidance Manual for Puget Sound</i>, (Hinman and Wulkan, 2012)). Confirm that plant selection is appropriate for site growing conditions. Consultation with a landscape architect is recommended for removal, transplant, or substitution of plants.
Vegetation (general)	As needed		Presence of diseased plants and plant material.	<ul style="list-style-type: none"> Remove any diseased plants or plant parts and dispose of in an approved location (e.g., commercial landfill) to avoid risk of spreading the disease to other plants. Disinfect gardening tools after pruning to prevent the spread of disease. See the <i>Pacific Northwest Plant Disease Management Handbook</i> (Pscheidt and Ocamb, 2016) for information on disease recognition and for additional resources. Replant as necessary according to recommendations provided for "facility bottom area and upland slope vegetation".
Trees and Shrubs		All pruning seasons (timing varies by species)	Pruning as needed	<ul style="list-style-type: none"> Prune trees and shrubs in a manner appropriate for each species. Pruning should be performed by landscape professionals familiar with proper pruning techniques All pruning of mature trees should be performed by or under the direct guidance of an ISA certified arborist
	A		Large trees and shrubs interfere with operation of the facility or access for maintenance	<ul style="list-style-type: none"> Prune trees and shrubs using most current ANSI A300 standards and ISA BMPs. Remove trees and shrubs, if necessary.

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Trees and Shrubs	Fall and Spring		Standing dead vegetation is present.	<ul style="list-style-type: none"> Remove standing dead vegetation. Replace dead vegetation within 30 days of reported dead and dying plants (as practical depending on weather/planting season). If vegetation replacement is not feasible within 30 days, and absence of vegetation may result in erosion problems, temporary erosion control measures should be put in place immediately. Determine cause of dead vegetation and address issue, if possible. If specific plants have a high mortality rate, assess the cause and replace with appropriate species. Consultation with a landscape architect is recommended.
	Fall and Spring		Planting beneath mature trees.	<ul style="list-style-type: none"> When working around and below mature trees, follow the most current ANSI A300 standards and ISA BMPs to the extent practicable (e.g., take care to minimize any damage to tree roots and avoid compaction of soil). Planting of small shrubs or groundcovers beneath mature trees may be desirable in some cases; such plantings should use mainly plants that come as bulbs, bare root or in 4-inch pots; plants should be in no larger than 1-gallon containers.
	Fall and Spring		Presence of or need for stakes and guys (tree growth, maturation, and support needs).	<ul style="list-style-type: none"> Verify location of facility liners and underdrain (if any) prior to stake installation in order to prevent liner puncture or pipe damage Monitor tree support systems: Repair and adjust as needed to provide support and prevent damage to tree. Remove tree supports (stakes, guys, etc.) after one growing season or maximum of 1 year. Backfill stake holes after removal.
Trees and Shrubs Adjacent to Vehicle Travel Areas (or areas where visibility needs to be maintained)	A		Vegetation causes some visibility (line of sight) or driver safety issues.	<ul style="list-style-type: none"> Maintain appropriate height for sight clearance. When continued, regular pruning (more than one time/ growing season) is required to maintain visual sight lines for safety or clearance along a walk or drive, consider relocating the plant to a more appropriate location. Remove or transplant if continual safety hazard. Consultation with a landscape architect is recommended for removal, transplant, or substitution of plants.

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Flowering Plants		A	Dead or spent flowers present.	Remove spent flowers (deadhead).
Perennials		Fall	Spent plants.	Cut back dying or dead and fallen foliage and stems.
Emergent Vegetation		Spring	Vegetation compromises conveyance.	Hand rake sedges and rushes with a small rake or fingers to remove dead foliage before new growth emerges in spring or earlier only if the foliage is blocking water flow (sedges and rushes do not respond well to pruning).
Ornamental Grasses (perennial)		Winter and Spring	Dead material from previous year's growing cycle or dead collapsed foliage.	<ul style="list-style-type: none"> • Leave dry foliage for winter interest. • Hand rake with a small rake or fingers to remove dead foliage back to within several inches from the soil before new growth emerges in spring or earlier if the foliage collapses and is blocking water flow.
Ornamental Grasses (evergreen)		Fall and Spring	Dead growth present in spring.	<ul style="list-style-type: none"> • Hand rake with a small rake or fingers to remove dead growth before new growth emerges in spring. • Clean, rake, and comb grasses when they become too tall. • Cut back to ground or thin every 2-3 years as needed.
Noxious Weeds		M (March - October, preceding seed dispersal)	Listed noxious vegetation is present (refer to current County noxious weed list).	<ul style="list-style-type: none"> • By law, class A & B noxious weeds must be removed, bagged and disposed as garbage immediately. • Reasonable attempts must be made to remove and dispose of class C noxious weeds. • It is strongly encouraged that herbicides and pesticides not be used in order to protect water quality; use of herbicides and pesticides may be prohibited in some jurisdictions. • Apply mulch after weed removal (see "Mulch").
Weeds		M (March - October, preceding seed dispersal)	Weeds are present.	<ul style="list-style-type: none"> • Remove weeds with their roots manually with pincer-type weeding tools, flame weeders, or hot water weeders as appropriate. • Follow IPM protocols for weed management (see "Additional Maintenance Resources" section for more information on IPM protocols).

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Excessive Vegetation		Once in early to mid- May and once in early- to mid- September	Low-lying vegetation growing beyond facility edge onto sidewalks, paths, or street edge poses pedestrian safety hazard or may clog adjacent permeable pavement surfaces due to associated leaf litter, mulch, and soil.	<ul style="list-style-type: none"> • Edge or trim groundcovers and shrubs at facility edge. • Avoid mechanical blade-type edger and do not use edger or trimmer within 2 feet of tree trunks. • While some clippings can be left in the facility to replenish organic material in the soil, excessive leaf litter can cause surface soil clogging.
Excessive Vegetation	As needed		Excessive vegetation density inhibits stormwater flow beyond design ponding or becomes a hazard for pedestrian and vehicular circulation and safety.	<ul style="list-style-type: none"> • Determine whether pruning or other routine maintenance is adequate to maintain proper plant density and aesthetics. • Determine if planting type should be replaced to avoid ongoing maintenance issues (an aggressive grower under perfect growing conditions should be transplanted to a location where it will not impact flow). • Remove plants that are weak, broken or not true to form; replace in-kind. • Thin grass or plants impacting facility function without leaving visual holes or bare soil areas. • Consultation with a landscape architect is recommended for removal, transplant, or substitution of plants.
	As needed		Vegetation blocking curb cuts, causing excessive sediment buildup and flow bypass.	Remove vegetation and sediment buildup.
Mulch				
Mulch		Following weeding	Bare spots (without mulch cover) are present or mulch depth less than 2 inches.	<ul style="list-style-type: none"> • Supplement mulch with hand tools to a depth of 2 to 3 inches. • Replenish mulch per O&M manual. Often coarse compost is used in the bottom of the facility and arborist wood chips are used on side slopes and rim (above typical water levels). • Keep all mulch away from woody stems.

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	Inspection	Routine Maintenance		
Watering				
Summer Watering (first year)		Once every 1-2 weeks or as needed during prolonged dry periods	Trees, shrubs and groundcovers in first year of establishment period.	<ul style="list-style-type: none"> • 10 to 15 gallons per tree • 3 to 5 gallons per shrub • 2 gallons water per square foot for groundcover areas • Water deeply, but infrequently, so that the top 6 to 12 inches of the root zone is moist • Use soaker hoses or spot water with a shower type wand when irrigation system is not present. (a) Pulse water to enhance soil absorption, when feasible (b) Pre-moisten soil to break surface tension of dry or hydrophobic soils/mulch, followed by several more passes. With this method , each pass increases soil absorption and allows more water to infiltrate prior to runoff. • Add a tree bag or slow-release watering device (e.g., bucket with a perforated bottom) for watering newly installed trees when irrigation system is not present.
Summer Watering (second and third years)		Once every 2-4 weeks or as needed during prolonged dry periods.	Trees, shrubs and groundcovers in second or third year of establishment period.	<ul style="list-style-type: none"> • 10 to 15 gallons per tree • 3 to 5 gallons per shrub • 2 gallons water per square foot for groundcover areas • Water deeply, but infrequently, so that the top 6 to 12 inches of the root zone is moist • Use soaker hoses or spot water with a shower type wand when irrigation system is not present. (a) Pulse water to enhance soil absorption, when feasible (b) Pre-moisten soil to break surface tension of dry or hydrophobic soils/mulch, followed by several more passes. With this method , each pass increases soil absorption and allows more water to infiltrate prior to runoff.

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Summer Watering (after establishment)		As needed.	Established vegetation (after 3 years).	<ul style="list-style-type: none"> Plants are typically selected to be drought tolerant and not require regular watering after establishment; however, trees may take up to 5 years of watering to become fully established. Identify trigger mechanisms for drought-stress (e.g., leaf wilt, leaf senescence, etc.) of different species and water immediately after initial signs of stress appear. Water during drought conditions or more often if necessary to maintain plant cover.
Pest Control				
Mosquitoes	B, S		Standing water remains for more than 3 days after the end of a storm.	<ul style="list-style-type: none"> Identify the cause of the standing water and take appropriate actions to address the problem (see "Ponded water"). To facilitate maintenance, manually remove standing water and direct to the storm drainage system (if runoff is from non pollution-generating surfaces) or sanitary sewer system (if runoff is from pollution-generating surfaces) after getting approval from sanitary sewer authority. Use of pesticides or <i>Bacillus thuringiensis israelensis</i> (Bti) may be considered only as a temporary measure while addressing the standing water cause. If overflow to a surface water will occur within 2 weeks after pesticide use, apply for coverage under the Aquatic Mosquito Control NPDES General Permit.
Nuisance animals	As needed		Nuisance animals causing erosion, damaging plants, or depositing large volumes of feces.	<ul style="list-style-type: none"> Reduce site conditions that attract nuisance species where possible (e.g., plant shrubs and tall grasses to reduce open areas for geese, etc.). Place predator decoys. Follow IPM protocols for specific nuisance animal issues. Remove pet waste regularly. Consider adding stations with dog bags and garbage cans for picking up and disposing pet waste.
Insect pests	With each site visit for vegetation		Signs of pests, such as wilting leaves, chewed leaves and bark, spotting or other indicators.	<ul style="list-style-type: none"> Reduce hiding places for pests by removing diseased and dead plants. For infestations, follow IPM protocols.

Catch Basin

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Element	Defect	Conditions When Maintenance Is Needed	Results Expected When Maintenance is Performed
General	Trash and Debris	<ul style="list-style-type: none"> • Trash or debris which is located immediately in front of the catch basin opening or is blocking inletting capacity of the basin by more than 10%. • Trash or debris (in the basin) that exceeds 60 percent of the sump depth as measured from the bottom of basin to invert of the lowest pipe into or out of the basin, but in no case less than a minimum of six inches clearance from the debris surface to the invert of the lowest pipe. • Trash or debris in any inlet or outlet pipe blocking more than 1/3 of its height. • Dead animals or vegetation that could generate odors that could cause complaints or dangerous gases (e.g., methane). 	<ul style="list-style-type: none"> • No trash or debris located immediately in front of catch basin or on grate opening. • No trash or debris in the catch basin. • Inlet and outlet pipes free of trash or debris. • No dead animals or vegetation present within the catch basin.
	Sediment	Sediment (in the basin) that exceeds 60 percent of the sump depth as measured from the bottom of basin to invert of the lowest pipe into or out of the basin, but in no case less than a minimum of 6 inches clearance from the sediment surface to the invert of the lowest pipe.	No sediment in catch basin.
	Structural Damage to Frame and/or Top Slab	<ul style="list-style-type: none"> • Top slab has holes larger than 2 square inches or cracks wider than 1/4 inch. (Intent is to make sure no material is running into basin). • Frame not sitting flush on top slab, i.e., separation of more than 3/4 inch of the frame from the top slab. • Frame not securely attached. 	<ul style="list-style-type: none"> • Top slab is free of holes and cracks. • Frame is sitting flush on the riser rings or top slab and firmly attached.
	Fractures or Cracks in Basin Walls / Bottom	<ul style="list-style-type: none"> • Maintenance person judges that structure is unsound. • Grout fillet has separated or cracked wider than 1/2 inch and longer than 1 foot at the joint of any inlet/outlet pipe or any evidence of soil particles entering catch basin through cracks. 	<ul style="list-style-type: none"> • Basin replaced or repaired to design standards. • Pipe is regouted and secure at basin wall.
	Settlement / Misalignment	If failure of basin has created a safety, function, or design problem.	Basin replaced or repaired to design standards.
	Vegetation	<ul style="list-style-type: none"> • Vegetation growing across and blocking more than 10% of the basin opening. • Vegetation growing in inlet/outlet pipe joints that is more than six inches tall and less than six inches apart. 	<ul style="list-style-type: none"> • No vegetation blocking opening to basin. • No vegetation or root growth present.

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General	Contamination and Pollution	Any evidence of oil, gasoline, contaminants or other pollutants (Coordinate removal / cleanup with local water quality response agency).	No contaminates or pollution present.
Catch Basin Cover	Cover Not in Place	<ul style="list-style-type: none"> Cover is missing or only partially in place. Any open catch basin requires maintenance. 	Cover/grate is in place, meets design standards, and is secured.
	Locking Mechanism Not Working	<ul style="list-style-type: none"> Mechanism cannot be opened by one maintenance person with proper tools. Bolts into frame have less than 1/2 inch of thread. 	Mechanism opens with proper tools.
	Cover Difficult to Remove	One maintenance person cannot remove lid after applying normal lifting pressure. (Intent is keep cover from sealing off access to maintenance.)	Cover can be removed by one maintenance person.
Ladder	Ladder Rungs Unsafe	Ladder is unsafe due to missing rungs, not securely attached to basin wall, misalignment, rust, cracks, or sharp edges.	Ladder meets design standards and allows maintenance person safe access.
Metal Grates	Grate Opening Unsafe	Grate with opening wider than 7/8 inch.	Grate opening meets design standards.
	Trash and Debris	Trash and debris that is blocking more than 20% of grate surface inletting capacity.	Grate free of trash and debris.
	Damaged or Missing	Grate missing or broken member(s) of the grate.	Grate is in place, meets the design standards, and is installed and aligned with the flow path.

Catch Basin Insert

City of Poulsbo Maintenance Standards

Stormwater Management Manual for Western Washington - WA State Department of Ecology

Element	Defect	Conditions When Maintenance Is Needed	Results Expected When Maintenance is Performed
General	Sediment Accumulation	When sediment forms a cap over the insert media of the insert and/or unit.	No sediment cap on the insert media and its unit.
	Trash and Debris Accumulation	Trash and debris accumulates on insert unit creating a blockage/restriction.	Trash and debris removed from insert unit. Runoff freely flows into catch basin.
	Media Insert Not Removing Oil	Effluent water from media insert has a visible sheen.	Effluent water from media insert is free of oils and has no visible sheen.
	Media Insert Water Saturated	Catch basin insert is saturated with water and no longer has the capacity to absorb.	Remove and replace media insert
	Media Insert-Oil Saturated	Media oil saturated due to petroleum spill that drains into catch basin.	Remove and replace media insert.
	Media Insert Use Beyond Product Life	Media has been used beyond the typical average life of media insert product.	Remove and replace media at regular intervals, depending on insert product.

Control Structure / Flow Restrictor

City of Poulsbo Maintenance Standards

Stormwater Management Manual for Western Washington - WA State Department of Ecology

Element	Defect	Conditions When Maintenance Is Needed	Results Expected When Maintenance is Performed
General	Trash and Debris (Includes Sediment)	Material exceeds 25% of sump depth or 1 foot below orifice plate.	Control structure orifice is not blocked. All trash and debris removed.
	Structural Damage	<ul style="list-style-type: none"> Structure is not securely attached to manhole wall. Structure is not in upright position (allow up to 10% from plumb). Connections to outlet pipe are not watertight & show signs of rust. Any holes - other than designed holes - in the structure. 	<ul style="list-style-type: none"> Structure securely attached to wall and outlet pipe. Structure in correct position. Connections to outlet pipe are watertight; structure repaired or replaced and works as designed. Structure has no holes other than designed holes.
Cleanout Gate	Damaged or Missing	<ul style="list-style-type: none"> Cleanout gate is not watertight or is missing. Gate cannot be moved up and down by one maintenance person. Chain/rod leading to gate is missing or damaged. Gate is rusted over 50% of its surface area. 	<ul style="list-style-type: none"> Gate is watertight and works as designed. Gate moves up and down easily and is watertight. Chain is in place and works as designed. Gate is repaired or replaced to meet design standards.
Orifice Plate	Damaged or Missing	Control device is not working properly due to missing, out of place, or bent orifice plate.	Plate is in place and works as designed.
	Obstructions	Any trash, debris, sediment, or vegetation blocking the plate.	Plate is free of all obstructions and works as designed.
Overflow Pipe	Obstructions	Any trash or debris blocking (or having the potential of blocking) the overflow pipe.	Pipe is free of all obstructions and works as designed.
Manhole	See Maintenance Standards: Tank / Vault (Closed Detention Systems)		
Catch Basins	See Maintenance Standards: Catch Basin		

Debris Barrier

City of Poulsbo Maintenance Standards

Stormwater Management Manual for Western Washington - WA State Department of Ecology

Element	Defect	Conditions When Maintenance Is Needed	Results Expected When Maintenance is Performed
General	Trash and Debris	Trash or debris that is plugging more than 20% of the openings in the barrier.	Barrier cleared to design flow capacity.
Metal	Damaged / Missing Bars	<ul style="list-style-type: none">• Bars are bent out of shape more than 3 inches.• Bars are missing or entire barrier missing.• Bars are loose and rust is causing 50% deterioration to any part of barrier.	<ul style="list-style-type: none">• Bars in place with no bends more than 3/4 inch.• Bars in place according to design.• Barrier replaced or repaired to design standards.
	Inlet/Outlet Pipe	Debris barrier missing or not attached to pipe.	Barrier firmly attached to pipe.

Energy Dissipator

City of Poulsbo Maintenance Standards

Stormwater Management Manual for Western Washington - WA State Department of Ecology

Element	Defect	Conditions When Maintenance Is Needed	Results Expected When Maintenance is Performed
Rock Pad	Missing or Moved Rock	Only one layer of rock exists above native soil in area five square feet or larger, or any exposure of native soil.	Rock pad replaced to design standards.
	Erosion	Soil erosion in or adjacent to rock pad.	Rock pad replaced to design standards.
Disper-sion Trench	Pipe Plugged with Sediment	Accumulated sediment that exceeds 20% of the design depth.	Pipe cleaned/flushed so that it matches design.
	Not Discharging Water Properly	Visual evidence of water discharging at concentrated points along trench (normal condition is a "sheet flow" of water along trench). Intent is to prevent erosion damage.	Trench redesigned or rebuilt to standards.
	Perforations Plugged	Over 1/2 of perforations in pipe are plugged with debris and sediment.	Perforated pipe cleaned or replaced.
	Water Flows Out Top of "Distributor" Catch Basin	Maintenance person observes or receives credible report of water flowing out during any storm less than the design storm or its causing or appears likely to cause damage.	Facility rebuilt or redesigned to standards.
	Receiving Area Over-Saturated	Water in receiving area is causing or has potential of causing landslide problems.	No danger of landslides.
Manhole / Cham-ber	Worn or Damaged Post, Baffles, Side of Chamber	Structure dissipating flow deteriorates to 1/2 of original size or any concentrated worn spot exceeding one square foot which would make structure unsound.	Structure replaced to design standards.
	Other Defects	See Maintenance Standards: Catch Basin	

Filter Strip - Typical (TFS) & Compost Amended Vegetated (CAVFS)

City of Poulsbo Maintenance Standards

Stormwater Management Manual for Western Washington - WA State Department of Ecology

Element	Defect	Conditions When Maintenance Is Needed	Results Expected When Maintenance is Performed
General	Sediment Accumulation on Grass	Sediment depth exceeds 2 inches.	<ul style="list-style-type: none"> Remove sediment deposits. Re-level so slope is even and flows pass evenly through strip.
	Vegetation	<ul style="list-style-type: none"> When the grass becomes excessively tall (greater than 10- inches) When nuisance weeds and other vegetation starts to take over. 	<p>Mow grass and control nuisance vegetation such that flow is not impeded.</p> <p>TFS: Grass should be mowed to a height between 3-4 inches.</p> <p>CAVFS: Grass should be mowed to a height of 6 inches.</p>
	Trash and Debris Accumulation	Trash and debris accumulated on the filter strip.	Remove trash and debris from filter strip.
	Erosion / Scouring	Eroded or scoured areas due to flow channelization, or higher flows.	<ul style="list-style-type: none"> TFS: For ruts or bare areas less than 12 inches wide, repair the damaged area by filling with <u>crushed gravel</u>. The grass will creep in over the rock in time. CAVFS: For ruts or bare areas less than 12 inches wide, repair the damaged area by filling with a <u>50/50 mixture of compost and crushed gravel</u>. The grass will creep in over the rock in time. If bare areas are large, generally greater than 12 inches wide, the filter strip should be re-graded and re-seeded. For smaller bare areas, overseed when bare spots are evident.
	Flow Spreader	Flow spreader uneven or clogged so that flows are not uniformly distributed through entire filter width.	Level the spreader and clean so that flows are spread evenly over entire filter width.

Media Filter - Manufactured

City of Poulsbo Maintenance Standards

Stormwater Management Manual for Western Washington - WA State Department of Ecology

Element	Defect	Conditions When Maintenance Is Needed	Results Expected When Maintenance is Performed
Below Ground	Sediment Accumulation on Media	Sediment depth exceeds 0.25-inches.	No sediment deposits which would impede permeability of the compost media.
	Sediment Accumulation in Vault	Sediment depth exceeds 6-inches in first chamber.	No sediment deposits in vault bottom of first chamber.
	Trash/Debris Accumulation	Trash and debris accumulated on compost filter bed.	Trash and debris removed from the compost filter bed.
Vault	Sediment in Drain Pipes/Clean-Outs	When drain pipes, clean-outs, become full with sediment and/or debris.	Sediment and debris removed.
	Damaged Pipes	Any part of the pipes that are crushed or damaged due to corrosion and/or settlement.	Pipe repaired and/or replaced.
	Access Cover Damaged/Not Working	Cover cannot be opened; one person cannot open the cover using normal lifting pressure, corrosion / deformation of cover.	Cover repaired to proper working specifications or replaced.
	Vault Structure Includes Cracks in Wall, Bottom, Damage to Frame and/or Top Slab	<ul style="list-style-type: none"> Cracks wider than 1/2-inch or evidence of soil particles entering the structure through the cracks, or maintenance / inspection personnel determine that the vault is not structurally sound. Cracks wider than 1/2-inch at the joint of any inlet / outlet pipe or evidence of soil particles entering through the cracks. 	<ul style="list-style-type: none"> Vault replaced or repairs made so that vault meets design specifications and is structurally sound. Vault repaired so that no cracks exist wider than 1/4-inch at the joint of the inlet / outlet pipe.
	Baffles	Baffles corroding, cracking warping, and/or showing signs of failure as determined by	Baffles repaired or replaced to specifications.
	Access Ladder Damaged	Ladder is corroded or deteriorated, not functioning properly, not securely attached to structure wall, missing rungs, cracks, and misaligned.	Ladder replaced or repaired and meets specifications, and is safe to use as determined by inspection personnel.
	Below Ground Cartridge Type	Media	Drawdown of water through the media takes longer than 1 hour, and/or overflow occurs frequently.
	Short Circuiting	Flows do not properly enter filter cartridges.	Filter cartridges replaced.

Media Filter Drain

City of Poulsbo Maintenance Standards

Stormwater Management Manual for Western Washington - WA State Department of Ecology

Element	Defect	Conditions When Maintenance Is Needed	Results Expected When Maintenance is Performed
General	Sediment accumulation on grass filter strip	Sediment depth exceeds 2 inches or creates uneven grading that interferes with sheet flow.	Remove sediment deposits on grass treatment area of the embankment. When finished, embankment should be level from side to side and drain freely toward the toe of the embankment slope. There should be no areas of standing water once inflow has ceased.
	No-vegetation zone flow spreader	Flow spreader is uneven or clogged so that flows are not uniformly distributed over entire embankment width.	Level the spreader and clean to spread flows evenly over entire embankment width.
	Poor vegetation coverage	Grass is sparse or bare, or eroded patches are observed in more than 10% of the grass strip surface area.	Determine why grass growth is poor and correct the offending condition. Reseed into loosened, fertile soil or compost or replant with plugs of grass from the upper slope.
	Vegetation	Grass becomes excessively tall (greater than 10 inches); nuisance weeds and other vegetation start to take over.	Mow vegetation or remove nuisance vegetation to not impede flow. Mow grass to a height of 6 inches.
	Media filter drain mix replacement	<ul style="list-style-type: none"> Water is seen on the surface of the media filter drain mix long after the storms have ceased. Typically, the 6- month, 24-hour precipitation event should drain within 48 hours. More common storms should drain within 24 hours. Maintenance also needed on a 10-year cycle and during a preservation project. 	Excavate and replace all of the media filter drain mix contained within the media filter drain.
	Excessive shading	Grass growth is poor because sunlight does not reach embankment.	If possible, trim back overhanging limbs and remove brushy vegetation on adjacent slopes.
	Trash and debris	Trash and debris have accumulated on embankment.	Remove trash and debris from embankment.
Flooding of media filter drain	When media filter drain is inundated by flood water	Evaluate media filter drain material for acceptable infiltration rate and replace if media filter drain does not meet long-term infiltration rate standards.	

Oil / Water Separator - Baffle (API Type)

City of Poulsbo Maintenance Standards

Stormwater Management Manual for Western Washington - WA State Department of Ecology

Element	Defect	Conditions When Maintenance Is Needed	Results Expected When Maintenance is Performed
General	Monitoring	Inspection of discharge water for obvious signs of poor water quality.	Effluent discharge from vault should be clear with out thick visible sheen.
	Sediment Accumulation	Sediment depth in bottom of vault exceeds 6-inches in depth.	No sediment deposits on vault bottom that would impede flow through the vault and reduce separation efficiency.
	Trash and Debris Accumulation	Trash and debris accumulation in vault, or pipe inlet/outlet, floatables and non-floatables.	Trash and debris removed from vault, and inlet/outlet piping.
	Oil Accumulation	Oil accumulations that exceed 1-inch, at the surface of the water.	Extract oil from vault by vactoring. Disposal in accordance with state and local rules and regulations.
	Damaged Pipes	Inlet or outlet piping damaged or broken and in need of repair.	Pipe repaired or replaced.
	Baffles	Baffles corroding, cracking, warping and/or showing signs of failure as determined by maintenance / inspection person.	Baffles repaired or replaced to specifications.
	Access Cover Damaged / Not Working	<ul style="list-style-type: none"> Cover cannot be opened or properly closed Corrosion / deformation of cover. 	Cover repaired to proper working specifications or replaced.
	Vault Structure Damage - Includes Cracks in Walls Bottom, Damage to Frame and/or Top Slab	<ul style="list-style-type: none"> See Maintenance Standards: Catch Basin Cracks wider than 1/2-inch at the joint of any inlet/outlet pipe or elsewhere in the structure. Evidence of soil particles entering through the cracks. Maintenance / inspection personnel determines that the vault is not structurally sound. 	<ul style="list-style-type: none"> Vault replaced or repairs made so that vault meets design specifications and is structurally sound. Vault repaired so that no cracks exist wider than 1/4-inch at the joint of the inlet/outlet pipe.
Access Ladder Damaged	Ladder is corroded or deteriorated, not functioning properly, not securely attached to structure wall, missing rungs, cracks, or misaligned.	Ladder replaced or repaired and meets specifications and is safe to use as determined by inspection personnel.	

Oil / Water Separator - Coalescing Plate

City of Poulsbo Maintenance Standards

Stormwater Management Manual for Western Washington - WA State Department of Ecology

Element	Defect	Conditions When Maintenance Is Needed	Results Expected When Maintenance is Performed
General	Monitoring	Inspection of discharge water for obvious signs of poor water quality.	Effluent discharge from vault should be clear with out thick visible sheen.
	Sediment Accumulation	Sediment depth in bottom of vault exceeds 6-inches in depth and/or visible signs of sediment on plates..	No sediment deposits on vault bottom that would impede flow through the vault and reduce separation efficiency.
	Trash and Debris Accumulation	Trash and debris accumulation in vault, or pipe inlet/outlet, floatables and non-floatables.	Trash and debris removed from vault, and inlet/outlet piping.
	Oil Accumulation	Oil accumulations that exceed 1-inch, at the surface of the water.	Extract oil from vault by vactoring. Disposal in accordance with state and local rules and regulations.
	Damaged Coalescing Plates	Plate media broken, deformed, cracked and/or showing signs of failure.	A portion of the media pack or the entire plate pack is replaced depending on severity of failure.
	Damaged Pipes	Inlet or outlet piping damaged or broken and in need of repair.	Pipe repaired or replaced.
	Baffles	Baffles corroding, cracking, warping and/or showing signs of failure as determined by maintenance / inspection person.	Baffles repaired or replaced to specifications.
	Access Cover Damaged / Not Working	<ul style="list-style-type: none"> Cover cannot be opened or properly closed Corrosion / deformation of cover. 	Cover repaired to proper working specifications or replaced.
	Vault Structure Damage - Includes Cracks in Walls Bottom, Damage to Frame and/or Top Slab	<ul style="list-style-type: none"> See Maintenance Standards: Catch Basin Cracks wider than 1/2-inch at the joint of any inlet/outlet pipe or elsewhere in the structure. Evidence of soil particles entering through the cracks. Maintenance / inspection personnel determines that the vault is not structurally sound. 	<ul style="list-style-type: none"> Vault replaced or repairs made so that vault meets design specifications and is structurally sound. Vault repaired so that no cracks exist wider than 1/4-inch at the joint of the inlet/outlet pipe.
	Access Ladder Damaged	Ladder is corroded or deteriorated, not functioning properly, not securely attached to structure wall, missing rungs, cracks, or misaligned.	Ladder replaced or repaired and meets specifications and is safe to use as determined by inspection personnel.

Permeable Pavement

City of Poulsbo Maintenance Standards
 Stormwater Management Manual for Western Washington - WA State Department of Ecology

Element	Recommended Frequency		Condition When Maintenance is Needed	Action Needed
	Inspection	Routine Maintenance		
<p>The inspection and routine maintenance frequencies and actions do not supersede or replace any requirements by the City of Poulsbo for compliance with its Washington State Department of Ecology Western Washington Phase 2 Municipal Stormwater Permit.</p> <p>Frequencies: A = Annually; B = Biannually (twice per year); M = Monthly; W = At least one visit should occur during the wet season (for debris/clog related maintenance, this inspection/maintenance visit should occur in the early fall, after deciduous trees have lost their leaves); S = Perform inspections after major storm events (24-hour storm event with a 10-year or greater recurrence interval). ## = Inspection should occur during storm event.</p>				
Surface / Wearing Course				
Permeable pavements, all	A, S		Runoff from adjacent pervious areas deposits soil, mulch or sediment on paving	<ul style="list-style-type: none"> • Clean deposited soil or other materials from permeable pavement or other adjacent surfacing. • Check if surface elevation of planted area is too high, or slopes towards pavement, and can be regraded (prior to regrading, protect permeable pavement by covering with temporary plastic and secure covering in place) . <ul style="list-style-type: none"> • Mulch and/or plant all exposed soils that may erode to pavement surface.
Porous asphalt or pervious concrete		A or B	None (routine maintenance)	Clean surface debris from pavement surface using one or a combination of the following methods: <ul style="list-style-type: none"> • Remove sediment, debris, trash, vegetation, and other debris deposited onto pavement (rakes and leaf blowers can be used for removing leaves). • Vacuum/sweep permeable paving installation using: <ul style="list-style-type: none"> ○ Walk-behind vacuum (sidewalks) ○ High efficiency regenerative air or vacuum sweeper (roadways, parking lots) ○ ShopVac or brush brooms (small areas) • Hand held pressure washer or power washer with rotating brushes Follow equipment manufacturer guidelines for when equipment is most effective for cleaning permeable pavement. Dry weather is more effective for some equipment.

Permeable Pavement

City of Poulsbo Maintenance Standards

Stormwater Management Manual for Western Washington - WA State Department of Ecology

Element	Recommended Frequency		Condition When Maintenance is Needed	Action Needed
	Inspection	Routine Maintenance		
Porous asphalt or pervious concrete	A ##		Surface is clogged: Ponding on surface or water flows off the permeable pavement surface during a rain event (does not infiltrate)	<ul style="list-style-type: none"> Review the overall performance of the facility (note that small clogged areas may not reduce overall performance of facility). Test the surface infiltration rate using ASTM C1701 as a corrective maintenance indicator. Perform one test per installation, up to 2,500 square feet. Perform an additional test for each additional 2,500 square feet up to 15,000 square feet total. Above 15,000 square feet, add one test for every 10,000 square feet. If the results indicate an infiltration rate of 10 inches per hour or less, then perform corrective maintenance to restore permeability. To clean clogged pavement surfaces, use one or combination of the following methods: <ul style="list-style-type: none"> Combined pressure wash and vacuum system calibrated to not dislodge wearing course aggregate. Hand held pressure washer or power washer with rotating brushes. Pure vacuum sweepers. <p><u>Note:</u> If the annual/biannual routine maintenance standard to clean the pavement surface is conducted using equipment from the list above, corrective maintenance may not be needed.</p>
	A		Sediment present at the surface of the pavement	<ul style="list-style-type: none"> Assess the overall performance of the pavement system during a rain event. If water runs off the pavement and/or there is ponding then see above. Determine source of sediment loading and evaluate whether or not the source can be reduced/eliminated. If the source cannot be addressed, consider increasing frequency of routine cleaning (e.g., twice per year instead of once per year).
	Summer		Moss growth inhibits infiltration or poses slip safety hazard	<ul style="list-style-type: none"> Sidewalks: Use a stiff broom to remove moss in the summer when it is dry. Parking lots and roadways: Pressure wash, vacuum sweep, or use a combination of the two for cleaning moss from pavement surface. May require stiff broom or power brush in areas of heavy moss.

Permeable Pavement

City of Poulsbo Maintenance Standards

Stormwater Management Manual for Western Washington - WA State Department of Ecology

Element	Recommended Frequency		Condition When Maintenance is Needed	Action Needed
	Inspection	Routine Maintenance		
Porous asphalt or pervious concrete	A		Major cracks or trip hazards and concrete spalling and raveling	<ul style="list-style-type: none"> • Fill potholes or small cracks with patching mixes. • Large cracks and settlement may require cutting and replacing the pavement section. Replace in-kind where feasible. Replacing porous asphalt with conventional asphalt is acceptable if it is a small percentage of the total facility area and does not impact the overall facility function. • Take appropriate precautions during pavement repair and replacement efforts to prevent clogging of adjacent porous materials.
Interlocking concrete paver blocks and aggregate pavers		A or B	None (routine maintenance)	<p>Clean pavement surface using one or a combination of the following methods:</p> <ul style="list-style-type: none"> • Remove sediment, debris, trash, vegetation, and other debris deposited onto pavement (rakes and leaf blowers can be used for removing leaves). • Vacuum/sweep permeable paving installation using: <ul style="list-style-type: none"> ○ Walk-behind vacuum (sidewalks). ○ High efficiency regenerative air or vacuum sweeper (roadways, parking lots). ○ ShopVac or brush brooms (small areas). <p><u>Note:</u> Vacuum settings may have to be adjusted to prevent excess uptake of aggregate from paver openings or joints. Vacuum surface openings in dry weather to remove dry, encrusted sediment.</p>
	A ##		Surface is clogged: Ponding on surface or water flows off the permeable pavement surface during a rain event (does not infiltrate)	<ul style="list-style-type: none"> • Review the overall performance of the facility (note that small clogged areas may not reduce overall performance of facility) • Test the surface infiltration rate using ASTM C1701 as a corrective maintenance indicator. Perform one test per installation, up to 2,500 square feet. Perform an additional test for each additional 2,500 square feet up to 15,000 square feet total. Above 15,000 square feet, add one test for every 10,000 square feet. • If the results indicate an infiltration rate of 10 inches per hour or less, then perform corrective maintenance to restore permeability.
	A		Sediment present at the surface of the pavement	<ul style="list-style-type: none"> • Assess the overall performance of the pavement system during a rain event. If water runs off the pavement and/or there is ponding, then see above. • Determine source of sediment loading and evaluate whether or not the source can be reduced/eliminated. If the source cannot be addressed, consider increasing frequency of routine cleaning (e.g., twice per year instead of once per year).

Permeable Pavement

City of Poulsbo Maintenance Standards

Stormwater Management Manual for Western Washington - WA State Department of Ecology

Element	Recommended Frequency		Condition When Maintenance is Needed	Action Needed
	Inspection	Routine Maintenance		
Interlocking concrete paver blocks and aggregate pavers	Summer		Moss growth inhibits infiltration or poses slip safety hazard	<ul style="list-style-type: none"> • Sidewalks: Use a stiff broom to remove moss in the summer when it is dry. • Parking lots and roadways: Vacuum sweep or stiff broom/power brush for cleaning moss from pavement surface.
	A		Paver block missing or damaged	Remove individual damaged paver blocks by hand and replace or repair per manufacturer's recommendations
	A		Loss of aggregate material between paver blocks	Refill per manufacturer's recommendations for interlocking paver sections
	A		Settlement of surface	May require resetting
Open-celled paving grid with gravel		A or B	None (routine maintenance)	<ul style="list-style-type: none"> • Remove sediment, debris, trash, vegetation, and other debris deposited onto pavement (rakes and leaf blowers can be used for removing leaves) • Follow equipment manufacturer guidelines for cleaning surface.
	A ##		Aggregate is clogged: Ponding on surface or water flows off the permeable pavement surface during a rain event (does not infiltrate)	<ul style="list-style-type: none"> • Use vacuum truck to remove and replace top course aggregate • Replace aggregate in paving grid per manufacturer's recommendations
	A		Paving grid missing or damaged	<ul style="list-style-type: none"> • Remove pins, pry up grid segments, and replace gravel. • Replace grid segments where three or more adjacent rings are broken or damaged. • Follow manufacturer guidelines for repairing surface.
	A		Settlement of surface	May require resetting.
	A		Loss of aggregate material in paving grid	Replenish aggregate material by spreading gravel with a rake (gravel level should be maintained at the same level as the plastic rings or no more than 1/4 inch above the top of rings). See manufacturer's recommendations.
		A	Weeds present	<ul style="list-style-type: none"> • Manually remove weeds. • Presence of weeds may indicate that too many fines are present (refer to Actions Needed under "Aggregate is clogged" to address this issue).

Permeable Pavement

City of Poulsbo Maintenance Standards

Stormwater Management Manual for Western Washington - WA State Department of Ecology

Element	Recommended Frequency		Condition When Maintenance is Needed	Action Needed
	Inspection	Routine Maintenance		
Open-celled paving grid with grass		A or B	None (routine maintenance)	Remove sediment, debris, trash, vegetation, and other debris deposited onto pavement (rakes and leaf blowers can be used for removing leaves) Follow equipment manufacturer guidelines for cleaning surface.
	A ##		Aggregate is clogged: Ponding on surface or water flows off the permeable pavement surface during a rain event (does not infiltrate)	Rehabilitate per manufacturer's recommendations.
	A		Paving grid missing or damaged	<ul style="list-style-type: none"> Remove pins, pry up grid segments, and replace grass. Replace grid segments where three or more adjacent rings are broken or damaged. Follow manufacturer guidelines for repairing surface.
	A		Settlement of surface	May require resetting.
	A		Poor grass coverage in paving grid	<ul style="list-style-type: none"> Restore growing medium, reseed or plant, aerate, and/or amend vegetated area as needed Traffic loading may be inhibiting grass growth; reconsider traffic loading if feasible
		As needed	None (routine maintenance)	Use a mulch mower to mow grass.
		A	None (routine maintenance)	<ul style="list-style-type: none"> Sprinkle a thin layer of compost on top of grass surface (1/2" top dressing) and sweep it in. Do not use fertilizer.
		A	Weeds present	<ul style="list-style-type: none"> Manually remove weeds. Mow, torch, or inoculate and replace with preferred vegetation.

Permeable Pavement

City of Poulsbo Maintenance Standards

Stormwater Management Manual for Western Washington - WA State Department of Ecology

Element	Recommended Frequency		Condition When Maintenance is Needed	Action Needed
	Inspection	Routine Maintenance		
<i>Inlets / Outlets / Pipes</i>				
Inlet/outlet pipe	A		Pipe is damaged	Repair/replace.
	A		Pipe is clogged	Remove roots or debris.
Underdrain pipe	Clean pipe as needed	Clean orifice at least biannually (may need more frequent cleaning during wet season)	Plant roots, sediment or debris reducing capacity of underdrain (may cause prolonged draw-down period)	Jet clean or rotary cut debris/roots from underdrain(s). If underdrains are equipped with a flow restrictor (e.g., orifice) to attenuate flows, the orifice must be cleaned regularly.
Raised subsurface overflow pipe	Clean pipe as needed	Clean orifice at least biannually (may need more frequent cleaning during wet season)	Plant roots, sediment or debris reducing capacity of underdrain	Jet clean or rotary cut debris/roots from under-drain(s). If underdrains are equipped with a flow restrictor (e.g., orifice) to attenuate flows, the orifice must be cleaned regularly.
Outlet structure	A, S		Sediment, vegetation, or debris reducing capacity of outlet structure	<ul style="list-style-type: none"> • Clear the blockage. • Identify the source of the blockage and take actions to prevent future blockages.
Overflow	B		Native soil is exposed or other signs of erosion damage are present at discharge point	Repair erosion and stabilize surface.

Permeable Pavement

City of Poulsbo Maintenance Standards

Stormwater Management Manual for Western Washington - WA State Department of Ecology

Element	Recommended Frequency		Condition When Maintenance is Needed	Action Needed
	Inspection	Routine Maintenance		
Aggregate Storage Reservoir				
Observation port	A, S		Water remains in the storage aggregate longer than anticipated by design after the end of a storm	If immediate cause of extended ponding is not identified, schedule investigation of subsurface materials or other potential causes of system failure.
Vegetation				
Adjacent large shrubs or trees		As needed	Vegetation related fallout clogs or will potentially clog voids	<ul style="list-style-type: none"> Sweep leaf litter and sediment to prevent surface clogging and ponding Prevent large root systems from damaging subsurface structural components
		Once in May and Once in September	Vegetation growing beyond facility edge onto sidewalks, paths, and street edge	Edging and trimming of planted areas to control groundcovers and shrubs from overreaching the sidewalks, paths and street edge improves appearance and reduces clogging of permeable pavements by leaf litter, mulch and soil.
Leaves, needles, and organic debris		In fall (October to December) after leaf drop (1-3 times, depending on canopy cover)	Accumulation of organic debris and leaf litter	Use leaf blower or vacuum to blow or remove leaves, evergreen needles, and debris (i.e., flowers, blossoms) off of and away from permeable pavement.

Pond - Detention

City of Poulsbo Maintenance Standards

Stormwater Management Manual for Western Washington - WA State Department of Ecology

Element	Defect	Conditions When Maintenance Is Needed	Results Expected When Maintenance is Performed
General	Trash & Debris	<ul style="list-style-type: none"> Any trash and debris which exceed 1 cubic feet per 1,000 square feet. In general, there should be no visual evidence of dumping. If less than threshold all trash and debris will be removed as part of next scheduled maintenance. 	Trash and debris cleared from site.
	Poisonous Vegetation and Noxious Weeds	<ul style="list-style-type: none"> Any poisonous or nuisance vegetation which may constitute a hazard to maintenance personnel or the public. Any evidence of noxious weeds as defined by State or local regulations. (Apply requirements of adopted IPM policies for the use of herbicides). a hazard to maintenance personnel or the public. 	<ul style="list-style-type: none"> No danger of poisonous vegetation where maintenance personnel or the public might normally be. (Coordinate with local health department.) Complete eradication of noxious weeds may not be possible. Compliance with State or local eradication policies required.
	Contaminants and Pollution	Any evidence of oil, gasoline, contaminants or other pollutants (Coordinate removal/cleanup with local water quality response agency).	No contaminants or pollutants present.
	Rodent Holes	Any evidence of rodent holes if facility is acting as a dam or berm, or any evidence of water piping through dam or berm via rodent holes.	Rodents destroyed and dam or berm repaired. (Coordinate with local health department; coordinate with Ecology Dam Safety Office if pond exceeds 10 acre-feet.)
	Beaver Dams	Dams results in changes of function of the facility.	Facility is returned to design function. (Coordinate trapping of beavers and removal of dams with appropriate permitting agencies.)
	Insects	When insects such as wasps and hornets interfere with maintenance activities.	<ul style="list-style-type: none"> Insects destroyed or removed from site. Apply insecticides in compliance with adopted IPM policies.
Side Slopes of Pond	Erosion	<ul style="list-style-type: none"> Eroded damage over 2 inches deep where cause is still present or where there is potential for continued erosion. Any erosion observed on a compacted berm embankment. 	<ul style="list-style-type: none"> Slopes should be stabilized using appropriate erosion control measures; e.g., rock reinforcement, planting of grass, compaction. If erosion is occurring on compacted berms a licensed engineer in the state of Washington should be consulted to resolve source of erosion.
		<ul style="list-style-type: none"> Tree growth interferes with inspection & maintenance access or activity (i.e., slope mowing, silt removal, vactoring, or equipment movements). If dead, diseased, or dying trees are identified use a certified arborist to determine health of tree or removal requirements. 	<ul style="list-style-type: none"> Trees do not hinder inspection or maintenance activities. Harvested trees should be recycled into mulch or other beneficial uses (e.g., alders for firewood). Remove hazard trees.

Pond - Detention

City of Poulsbo Maintenance Standards

Stormwater Management Manual for Western Washington - WA State Department of Ecology

Element	Defect	Conditions When Maintenance Is Needed	Results Expected When Maintenance is Performed
Storage Area	Sediment	Accumulated sediment that exceeds 10% of the designed pond depth unless otherwise specified or affects inletting or outletting condition of the facility.	Sediment cleaned out to designed pond shape and depth; pond reseeded if necessary to control erosion.
	Liner (if applicable)	Liner is visible and has more than three 1/4-inch holes in it.	Liner repaired or replaced. Liner is fully covered.
Ponds Berms (Dikes)	Settlements	<ul style="list-style-type: none"> Any part of berm which has settled 4 inches lower than the design elevation. If settlement is apparent, measure berm to determine amount of settlement. Settling can be an indication of more severe problems with the berm or outlet works. A licensed engineer in the state of Washington should be consulted to determine the source of the settlement. 	Dike is built back to the design elevation.
	Piping	Discernable water flow through pond berm. Ongoing erosion with potential for erosion to continue. (Recommend a geotechnical engineer be called in to inspect and evaluate condition and recommend repair of condition.)	<ul style="list-style-type: none"> Piping eliminated. Erosion potential resolved.
Emergency Overflow / Spillway & Berms over 4 ft in height	Tree Growth	<ul style="list-style-type: none"> Tree growth on emergency spillways creates blockage problems and may cause failure of the berm due to uncontrolled overtopping. Tree growth on berms over 4 feet in height may lead to piping through the berm which could lead to failure of the berm. 	Trees should be removed. If root system is small (base less than 4 inches) the root system may be left in place. Otherwise the roots should be removed and the berm restored. A licensed engineer in the state of Washington should be consulted for proper berm/spillway restoration.
	Piping	Discernable water flow through pond berm. Ongoing erosion with potential for erosion to continue. (Recommend a Geotechnical engineer be called in to inspect and evaluate condition and recommend repair of condition.)	Piping eliminated. Erosion potential resolved.
Emergency Over-flow / Spillway	Emergency Over-flow/Spillway	Only one layer of rock exists above native soil in area five square feet or larger, or any exposure of native soil at the top of out flow path of spillway. (Rip-rap on inside slopes need not be replaced.)	Rocks and pad depth are restored to design standards.
	Erosion	See Element Above: "Side Slopes of Pond"	

Pond - Infiltration

City of Poulsbo Maintenance Standards

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Element	Defect	Conditions When Maintenance Is Needed	Results Expected When Maintenance is Performed
General	Trash & Debris	<ul style="list-style-type: none"> Any trash and debris which exceed 1 cubic feet per 1,000 square feet. In general, there should be no visual evidence of dumping. If less than threshold all trash and debris will be removed as part of next scheduled maintenance. 	Trash and debris cleared from site.
	Poisonous Vegetation and Noxious Weeds	<ul style="list-style-type: none"> Any poisonous or nuisance vegetation which may constitute a hazard to maintenance personnel or the public. Any evidence of noxious weeds as defined by State or local regulations. (Apply requirements of adopted IPM policies for the use of herbicides). a hazard to maintenance personnel or the public. 	<ul style="list-style-type: none"> No danger of poisonous vegetation where maintenance personnel or the public might normally be. (Coordinate with local health department.) Complete eradication of noxious weeds may not be possible. Compliance with State or local eradication policies required.
	Contaminants and Pollution	Any evidence of oil, gasoline, contaminants or other pollutants (Coordinate removal/cleanup with local water quality response agency).	No contaminants or pollutants present.
	Rodent Holes	Any evidence of rodent holes if facility is acting as a dam or berm, or any evidence of water piping through dam or berm via rodent holes.	Rodents destroyed and dam or berm repaired. (Coordinate with local health department; coordinate with Ecology Dam Safety Office if pond exceeds 10 acre-feet.)
	Tree Growth and Hazard Trees	<ul style="list-style-type: none"> Tree growth interferes with inspection & maintenance access or activity (i.e., slope mowing, silt removal, vactoring, or equipment movements). If dead, diseased, or dying trees are identified use a certified arborist to determine health of tree or removal requirements. 	<ul style="list-style-type: none"> Trees do not hinder inspection or maintenance activities. Harvested trees should be recycled into mulch or other beneficial uses (e.g., alders for firewood). Remove hazard trees.
Storage Area	Sediment	<ul style="list-style-type: none"> Water ponding in infiltration pond after rainfall ceases and appropriate time allowed for infiltration. Treatment basins should infiltrate Water Quality Design Storm Volume within 48 hours, and empty within 24 hours after cessation of most rain events. A percolation test pit or test of facility indicates facility is only working at 90% of its designed capabilities. Test every 2 to 5 years. If two inches or more sediment is present, remove. 	Sediment is removed and/or facility is cleaned so that infiltration system works according to design.
Filter Bags	Filled with Sediment and Debris	If filter bags are applicable: Sediment and debris fill bag more than 1/2 full.	Filter bag is replaced or system is redesigned.

Pond - Infiltration

City of Poulsbo Maintenance Standards

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Element	Defect	Conditions When Maintenance Is Needed	Results Expected When Maintenance is Performed
Rock Filters	Sediment and Debris	By visual inspection, little or no water flows through filter during heavy rain storms.	Gravel in rock filter is replaced.
Side Slopes of Pond	Erosion	<ul style="list-style-type: none"> Eroded damage over 2 inches deep where cause is still present or where there is potential for continued erosion. Any erosion observed on a compacted berm embankment. 	<ul style="list-style-type: none"> Slopes should be stabilized using appropriate erosion control measure(s); e.g., rock reinforcement, planting of grass, compaction. If erosion is occurring on compacted berms a licensed engineer in the state of Washington should be consulted to resolve source of erosion.
Emergency Overflow / Spillway & Berms over 4 ft in height	Tree Growth	<ul style="list-style-type: none"> Tree growth on emergency spillways creates blockage problems and may cause failure of the berm due to uncontrolled overtopping. Tree growth on berms over 4 feet in height may lead to piping through the berm which could lead to failure of the berm. 	Trees should be removed. If root system is small (base less than 4 inches) the root system may be left in place. Otherwise the roots should be removed and the berm restored. A licensed engineer in the state of Washington should be consulted for proper berm/spillway restoration.
	Piping	Discernable water flow through pond berm. Ongoing erosion with potential for erosion to continue. (Recommend a Geotechnical engineer be called in to inspect and evaluate condition and recommend repair of condition.	<ul style="list-style-type: none"> Piping eliminated. Erosion potential resolved.
Emergency Over-flow / Spillway	Emergency Over-flow/Spillway	Only one layer of rock exists above native soil in area five square feet or larger, or any exposure of native soil at the top of out flow path of spillway. (Rip-rap on inside slopes need not be replaced.)	Rocks and pad depth are restored to design standards.
	Erosion	See Element Above: "Side Slopes of Pond"	
Pre-settling Ponds and Vaults	Facility or sump filled with Sediment and/or debris	When sediment depth is 6" or at the maximum designed depth of the sediment trap.	Sediment is removed.

Pond - Wet

City of Poulsbo Maintenance Standards

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Element	Defect	Conditions When Maintenance Is Needed	Results Expected When Maintenance is Performed
General	Water level	First cell is empty, doesn't hold water.	Line the first cell to maintain at least 4 feet of water. Although the second cell may drain, the first cell must remain full to control turbulence of the incoming flow and reduce sediment resuspension.
	Trash and Debris	Accumulation that exceeds 1 CF per 1000-SF of pond area.	Trash and debris removed from pond.
	Inlet/Outlet Pipe	Inlet/Outlet pipe clogged with sediment and/or debris material.	No clogging or blockage in the inlet and outlet piping.
	Sediment Accumulation in Pond Bottom	Sediment accumulations in pond bottom that exceeds the depth of sediment zone plus 6-inches, usually in the first cell.	Sediment removed from pond bottom.
	Oil Sheen on Water	Prevalent and visible oil sheen.	Oil removed from water using oil-absorbent pads or vacator truck. Source of oil located and corrected. If chronic low levels of oil persist, plant wetland plants such as <i>Juncus effusus</i> (soft rush) which can uptake small concentrations of oil.
	Erosion	Erosion of the pond's side slopes and/or scouring of the pond bottom, that exceeds 6-inches, or where continued erosion is prevalent.	Slopes stabilized using proper erosion control measures and repair methods.
	Settlement of Pond Dike / Berm	Any part of these components that has settled 4-inches or lower than the design elevation, or inspector determines dike/berm is unsound.	Dike/berm is repaired to specifications.
	Internal Berm	Berm dividing cells should be level.	Berm surface is leveled so that water flows evenly over entire length of berm.
	Overflow Spillway	Rock is missing and soil is exposed at top of spillway or outside slope.	Rocks replaced to specifications.

Sand Filter - Above Ground/Open

City of Poulsbo Maintenance Standards

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Element	Defect	Conditions When Maintenance Is Needed	Results Expected When Maintenance is Performed
General	Sediment Accumulation on Top Layer	Sediment depth exceeds 1/2-inch.	No sediment deposit on grass layer of sand filter that would impede permeability of the filter section.
	Trash and Debris Accumulation	Trash and debris accumulated on sand filter bed.	Trash and debris removed from sand filter bed.
	Sediment/ Debris in Clean-Outs	When the clean-outs become full or partially plugged with sediment and/or debris.	Sediment removed from clean-outs.
	Sand Filter Media	Drawdown of water through the sand filter media takes longer than 24-hours, and/or flow through the overflow pipes occurs frequently.	Top several inches of sand are scraped. May require replacement of entire sand filter depth depending on extent of plugging (a sieve analysis is helpful to determine if the lower sand has too high a proportion of fine material).
	Prolonged Flows	Sand is saturated for prolonged periods of time (several weeks) and does not dry out between storms due to continuous base flow or prolonged flows from detention facilities.	Low, continuous flows are limited to a small portion of the facility by using a low wooden divider or slightly depressed sand surface.
	Short Circuiting	When flows become concentrated over one section of the sand filter rather than dispersed.	Flow and percolation of water through sand filter is uniform and dispersed across the entire filter area.
	Erosion Damage to Slopes	Erosion over 2-inches deep where cause of damage is prevalent or potential for continued erosion is evident.	Slopes stabilized using proper erosion control measures.
	Rock Pad Missing or Out of Place	Soil beneath the rock is visible.	Rock pad replaced or rebuilt to design specifications.
	Flow Spreader	Flow spreader uneven or clogged so that flows are not uniformly distributed across sand filter.	Spreader leveled and cleaned so that flows are spread evenly over sand filter.
	Damaged Pipes	Any part of the piping that is crushed or deformed more than 20% or any other failure to the piping.	Pipe repaired or replaced.

Sand Filter - Below Ground/Enclosed

City of Poulsbo Maintenance Standards

Stormwater Management Manual for Western Washington - WA State Department of Ecology

Element	Defect	Conditions When Maintenance Is Needed	Results Expected When Maintenance is Performed
General	Sediment Accumulation on Sand Media Section	Sediment depth exceeds 1/2-inch.	No sediment deposits on sand filter section that would impede permeability of the filter section.
	Sediment Accumulation in Pre-Settling Portion of Vault	Sediment accumulation in vault bottom exceeds the depth of the sediment zone plus 6- inches.	No sediment deposits in first chamber of vault.
	Trash/Debris Accumulation	Trash and debris accumulated in vault, or pipe inlet/outlet, floatables and non-floatables.	Trash and debris removed from vault and inlet/outlet piping.
	Sediment in Drain Pipes/Cleanouts	When drain pipes, cleanouts become full with sediment and/or debris.	Sediment and debris removed.
	Short Circuiting	When seepage/flow occurs along the vault walls and corners. Sand eroding near inflow area.	<ul style="list-style-type: none"> • Sand filter media section re-laid and compacted along perimeter of vault to form a semi- seal • Erosion protection added to dissipate force of incoming flow and curtail erosion.
	Damaged Pipes	Inlet or outlet piping damaged or broken and in need of repair.	Pipe repaired and/or replaced.
	Access Cover Damaged/Not Working	Cover cannot be opened, corrosion/deformation of cover. Maintenance person cannot remove cover using normal lifting pressure.	Cover repaired to proper working specifications or replaced.
	Ventilation	Ventilation area blocked or plugged	Blocking material removed or cleared from ventilation area. A specified % of the vault surface area must provide ventilation to the vault interior (see design specifications).
	Vault Structure Damaged; Includes Cracks in Walls, Bottom, Damage to Frame and/or Top Slab.	<ul style="list-style-type: none"> • Cracks wider than 1/2-inch or evidence of soil particles entering the structure through the cracks, or maintenance/inspection personnel determine that the vault is not structurally sound. • Cracks wider than 1/2-inch at the joint of any inlet/outlet pipe or evidence of soil particles entering through the cracks. 	<ul style="list-style-type: none"> • Vault replaced or repairs made so that vault meets design specifications and is structurally sound. • Vault repaired so that no cracks exist wider than 1/4-inch at the joint of the inlet/outlet pipe.

Sand Filter - Below Ground/Enclosed

City of Poulsbo Maintenance Standards

Stormwater Management Manual for Western Washington - WA State Department of Ecology

Element	Defect	Conditions When Maintenance Is Needed	Results Expected When Maintenance is Performed
General	Baffles/Internal walls	Baffles or walls corroding, cracking, warping and/or showing signs of failure as determined by maintenance/inspection person.	Baffles repaired or replaced to specifications.
	Access Ladder Damaged	Ladder is corroded or deteriorated, not functioning properly, not securely attached to structure wall, missing rungs, cracks, and misaligned.	Ladder replaced or repaired to specifications, and is safe to use as determined by inspection personnel.

Tank / Vault (Closed Detention Systems)

City of Poulsbo Maintenance Standards

Stormwater Management Manual for Western Washington - WA State Department of Ecology

Element	Defect	Conditions When Maintenance Is Needed	Results Expected When Maintenance is Performed
Storage Area	Plugged Air Vents	One-half of the cross section of a vent is blocked at any point or the vent is damaged.	Vents open and functioning.
	Debris and Sediment	Accumulated sediment depth exceeds 10% of the diameter of the storage area for 1/2 length of storage vault or any point depth exceeds 15% of diameter. (Example: 72-inch storage tank would require cleaning when sediment reaches depth of 7 inches for more than 1/2 length of tank.)	All sediment and debris removed from storage area.
	Joints Between Tank/Pipe Section	Any openings or voids allowing material to be transported into facility.(Will require engineering analysis to determine structural stability).	All joint between tank/pipe sections are sealed.
	Tank Pipe Bent Out of Shape	Any part of tank/pipe is bent out of shape more than 10% of its design shape. (Review required by engineer to determine structural stability).	Tank/pipe repaired or replaced to design.
	Vault Structure Includes Cracks in Wall, Bottom, Damage to Frame and/or Top Slab	<ul style="list-style-type: none"> Cracks wider than 1/2-inch and any evidence of soil particles entering the structure through the cracks, or maintenance/inspection personnel determines that the vault is not structurally sound. Cracks wider than 1/2-inch at the joint of any inlet/outlet pipe or any evidence of soil particles entering the vault through the walls. 	<ul style="list-style-type: none"> Vault replaced or repaired to design specifications and is structurally sound. No cracks more than 1/4-inch wide at the joint of the inlet/outlet pipe.
Manhole	Cover Not in Place	Cover is missing or only partially in place. Any open manhole requires maintenance.	Manhole is closed.
	Locking Mechanism Not Working	<ul style="list-style-type: none"> Mechanism cannot be opened by one maintenance person with proper tools. Bolts into frame have less than 1/2 inch of thread (may not apply to self-locking lids). 	Mechanism opens with proper tools.
	Cover Difficult to Remove	One maintenance person cannot remove lid after applying normal lifting pressure. Intent is to keep cover from sealing off access to maintenance.	Cover can be removed and reinstalled by one maintenance person.
	Ladder Rungs Unsafe	Ladder is unsafe due to missing rungs, misalignment, not securely attached to structure wall, rust, or cracks.	Ladder meets design standards. Allows maintenance person safe access.
Catch Basins	See Maintenance Standards: Catch Basin		

Vault - Wet

City of Poulsbo Maintenance Standards

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Element	Defect	Conditions When Maintenance Is Needed	Results Expected When Maintenance is Performed
General	Trash/Debris Accumulation	Trash and debris accumulated in vault, pipe or inlet/outlet (includes floatables and non-floatables).	Remove trash and debris from vault.
	Sediment Accumulation in Vault	Sediment accumulation in vault bottom exceeds the depth of the sediment zone plus 6-inches.	Remove sediment from vault.
	Damaged Pipes	Inlet/outlet piping damaged or broken and in need of repair.	Pipe repaired and/or replaced.
	Access Cover Damaged/Not Working	Cover cannot be opened or removed, especially by one person.	Cover repaired or replaced to proper working specifications.
	Ventilation	Ventilation area blocked or plugged.	Blocking material removed or cleared from ventilation area. A specified % of the vault surface area must provide ventilation to the vault interior (see design specifications).
	Vault Structure Damage - Includes Cracks in Walls Bottom, Damage to Frame and/or Top Slab	<ul style="list-style-type: none"> Maintenance/inspection personnel determine that the vault is not structurally sound. Cracks wider than 1/2-inch at the joint of any inlet/outlet pipe or evidence of soil particles entering through the cracks. 	<ul style="list-style-type: none"> Vault replaced or repairs made so that vault meets design specifications and is structurally sound. Vault repaired so that no cracks exist wider than 1/4-inch at the joint of the inlet/outlet pipe.
	Baffles	Baffles corroding, cracking, warping and/or showing signs of failure as determined by maintenance / inspection staff.	Baffles repaired or replaced to specifications.
	Access Ladder Damage	<ul style="list-style-type: none"> Ladder is corroded or deteriorated, not functioning properly, not attached to structure wall, missing rungs, has cracks and/or misaligned. Confined space warning sign missing. 	<ul style="list-style-type: none"> Ladder replaced or repaired to specifications, and is safe to use as determined by inspection personnel. Replace sign warning of confined space entry requirements. Ladder and entry notification complies with OSHA standards.

Vegetated Roof

City of Poulsbo Maintenance Standards

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Activity	Objective	Schedule	Notes
Structural and Drainage Components			
Clear inlet pipes: Remove soil substrate, vegetation or other debris.	Maintain free drainage of inlet pipes.	Twice annually.	
Inspect drain pipe: Check for cracks settling and proper alignment, and correct and re-compact soils or fill material surrounding pipe, if necessary.	Maintain free drainage of inlet pipes.	Twice annually.	
Inspect fire ventilation points for proper operation	Fire and safety.	Twice annually.	
Maintain egress and ingress: Clear routes of obstructions and maintained to design standards.	Fire and safety.	Twice annually.	
Insects: (see note)			<ul style="list-style-type: none"> • Roof garden design should provide drainage rates that do not allow pooling of water for periods that promote insect larvae development. If standing water is present for extended periods correct drainage problem. • Chemical sprays should not be used.
Prevent release of contaminants: Identify activities (mechanical systems maintenance, pet access, etc.) that can potentially release pollutants to the roof garden and establish agreements to prevent release.	Water quality protection.	During construction of roof and then as determined by inspection.	Any cause of pollutant release should be corrected as soon as identified and the pollutant removed.
Vegetation and Growth Medium			
Invasive or nuisance plants: Remove manually and without herbicide applications.	Promote selected plant growth and survival, maintain aesthetics.	Twice annually.	At a minimum, schedule weeding with inspections to coincide with important horticultural cycles (e.g., prior to major weed varieties dispersing seeds).

Vegetated Roof

City of Poulsbo Maintenance Standards

Stormwater Management Manual for Western Washington - WA State Department of Ecology

Activity	Objective	Schedule	Notes
Removing and replacing dead material: (see note)	See note.	Once annually.	Normally, dead plant material will be recycled on the roof; however specific plants or aesthetic considerations may warrant removing and replacing dead material (see manufacturer's recommendations).
Fertilization: If necessary apply by hand (see note)	Plant growth and survival.	Determined by inspection.	Extensive roof gardens should be designed to not require fertilization after plant establishment. If fertilization is necessary during plant establishment or for plant health and survivability after establishment, use an encapsulated, slow release fertilizer (excessive fertilization can contribute to increased nutrient loads in the stormwater system and receiving waters).
Mulching: (see note)			Avoid application of mulch on extensive roof gardens. Mulch should be used only in unusual situations and according to the roof garden provider guidelines. In conventional landscaping mulch enhances moisture retention; however, moisture control on a vegetated roof should be through proper soil/growth media design. Mulch will also increase establishment of weeds.
Irrigate: Use subsurface or drip irrigation.		Determined by inspection and only when absolutely necessary for plant survival.	Surface irrigation systems on extensive roof gardens can promote weed establishment, root development near the drier surface layer of the soil substrate, and increase plant dependence on irrigation. Accordingly, subsurface irrigation methods are preferred. If surface irrigation is the only method available, use drip irrigation to deliver water to the base of the plant.