

BMP Operation & Maintenance Inspection Template

The purpose of the inspection process including site inspection, recording the results, and creating the inspection report, is to determine and recommend the maintenance types, activities, and frequencies to restore the BMP's original design function. The inspection process must lead to a maintenance recommendation including taking no actions if the BMP is found to be in full compliance. Inspection frequency can be modified based on maintenance recommendations.

Property owners may use any BMP inspection forms provided that they are:

- Specific to the site
- Reflect the BMP as it was constructed (no "Typical" depictions)
- Approved by the City as part of the post construction report

You may use this template for developing site, and BMP specific, operations, maintenance, and inspection plans. Examples of BMP specific inspection forms and reporting are provided in the other appendixes, such as:

- Wet Ponds
- Detention Basins
- Pervious Asphalt
- Rain Garden
- Rock Infiltration Trench
- Sump Manhole
- Wet Vault
- Dry Detention Basin
- Proprietary Manhole

ESSENTIAL COMPONENTS OF TYPICAL INSPECTION FORMS:

- Site Map
- Property contact form
- Detail/cross-section of each BMP
- Weather conditions and time of last rainfall (inches)
- Inspection Activity (What to look for)
- Observations
- Projected maintenance equipment and materials needed
- Plans for landscaping, buffer & vegetation management (mowing)
- Snow removal or storage plan (as required)
- Site-specific chloride reduction management plan or addendum
- Maintenance recommendations including a timeline (schedule) for preventive and structural maintenance.

Complete this self-inspection form for each site inspection, and return a copy annually to:

stormwater@minneapolisMN.gov

BMP Type and Practice

Include a site map clearly detailing:

- The location of each BMP
- Curb cuts and forebays
- Contributing areas
- Emergency overflows
- SAFL baffles, screens, or filters
- Pretreatment structures, isolator rows or sumps
- Cleanouts and inspection ports
- Drain tile and any associated piping
- Relevant drainage structures

Label details of relevant structures and features so they correspond with the inspection activities outlined in page 2

BMP ID:	Location:	Inspection Frequency:
Assigned by Public Works	Property Address	To be determined
<p>Description of Device: describe device, how it functions and any details that will be helpful for the inspector and maintenance crew.</p>		
<p>Structure Access: What type of access structure is it, where is it (traffic, boulevard park area, garage, etc.), and any special tools need to access it. (For underground only)</p>		
<p>Notes and Comments: Confined Space required, SAFL BAFFL, weir wall, skimmer plate, back flow preventer, etc. Anything pertinent can be placed her including snow removal/storage plan or salt and vegetation management plan references.</p>		

Site ID <i>(Assigned by Public Works):</i>		BMP Type/Number:		
Inspection Date: / /		Inspector Name:		
Inspection Activity	Observations/Measurements <i>(Filled in by the inspector)</i>	Maintenance	Maint. Required <i>(Yes or No)</i>	Action Required
<i>What to look for?</i> <i>Where to look?</i> <i>What to expect?</i>	<i>Notes</i> <i>Observations</i> <i>Measurements</i> <i>Standing Water</i>	<i>When to clean/provide maintenance?</i> <i>How to maintain or fix?</i> <i>Who to notify if there are problems?</i>		<i>What needs to be done?</i>
				Date Completed: / / Responsible Party:
				Date Completed: / /
				Responsible Party:
				Date Completed: / /
				Responsible Party:
				Date Completed: / /
				Responsible Party: