

**APPENDIX F: MAINTENANCE CHECKLIST**

## Detention Basin Inspection and Maintenance Checklist

Date:	Basin Name/Location:	
Inspector:	Title:	Affiliation:
Type of Inspection: <input type="checkbox"/> Annual <input type="checkbox"/> After a Significant Storm Event		

### General Requirements

- Basins shall be maintained to perform as designed for the life of the project and shall not be converted to a different use without a Floodplain Use Permit. A Floodplain Use Permit is not required for maintenance activities.
- Basins shall be inspected annually and after significant storm events.
- The purpose of the inspection is to evaluate whether as-built characteristics are maintained.

Basin Component	Inspection Item	Requires Maintenance	If maintenance is required, describe corrective action
<b>Inlet</b>	As-built grades and elevations	<input type="checkbox"/>	
	Presence of obstructions	<input type="checkbox"/>	
	Evidence of material damage	<input type="checkbox"/>	
<b>Outlet</b>	As-built grades and elevations	<input type="checkbox"/>	
	Presence of obstructions	<input type="checkbox"/>	
	Evidence of material damage	<input type="checkbox"/>	
<b>Slopes</b>	As-built grades and elevations	<input type="checkbox"/>	
	Invasive non-native plants	<input type="checkbox"/>	
	Slope treatment	<input type="checkbox"/>	
<b>Retaining walls</b>	As-built grades and elevations	<input type="checkbox"/>	
	Presence of damage or instability	<input type="checkbox"/>	
	Drainage function	<input type="checkbox"/>	
<b>Depth</b>	As-built grades and elevations	<input type="checkbox"/>	
	Sediment accumulation >10% of design volume	<input type="checkbox"/>	
<b>Floor</b>	As-built grades and elevations	<input type="checkbox"/>	
	Presence of ponding	<input type="checkbox"/>	
	Evidence of oil, grease, chemicals or trash	<input type="checkbox"/>	
	Presence of invasive non-native plants	<input type="checkbox"/>	

**Detention Basin Inspection and Maintenance Checklist (Continued)**

Date:	Basin Name/Location:
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<b>Basin Component</b>	<b>Inspection Item</b>	<b>Requires Maintenance</b>	<b>If maintenance is required, describe corrective action</b>
<b>Perimeter Wall</b>	As-built grades and elevations	<input type="checkbox"/>	
	Presence of damage or instability	<input type="checkbox"/>	
	Drainage function	<input type="checkbox"/>	
<b>Security Barrier</b>	Presence of damage or instability	<input type="checkbox"/>	
<b>Access</b>	Presence of obstruction	<input type="checkbox"/>	
<b>Landscaping</b>	Presence of overgrown vegetation	<input type="checkbox"/>	
	Presence of invasive non-native plants	<input type="checkbox"/>	
	Damage to basin due to landscape elements	<input type="checkbox"/>	
<b>Pump</b>	Alarm System	<input type="checkbox"/>	
	Presence of obstruction	<input type="checkbox"/>	
	As-built specifications	<input type="checkbox"/>	
<b>Other</b>			