

## Appendix F

### Example SCM Inspection & Maintenance Checklists

Once construction is completed, the SCM takes on the role for which it was intended. Periodic site inspections are essential in order to monitor the effectiveness and to anticipate the maintenance needs of the SCM. When conducting inspections, attention should be given not only to the SCM installed for stormwater control, but also to the conveyance system carrying runoff to the SCM and the receiving channel immediately downstream of the SCM. The conveyance channel, curbing and/or storm sewer that convey flow to the SCM or, by design, intentionally divert flows around it are all considered SCM components and must function as intended.

The necessary frequency of inspections will vary with each SCM based on the type of facility, the size of the contributing drainage area, and the land use conditions within the contributing drainage area. The MS4 Permit (Sections 4.2.5.5 BMP Maintenance; 4.2.5.6 Inventory and Tracking of Management Practices; and 4.2.5.7 Owner/Operator Inspections) provides general criteria local stormwater programs on BMP maintenance and inspection programs. While, there is some flexibility provided for inspection frequency for SCMs, a minimum all SCMs must be inspected on an annual basis by a person familiar with the control measures implemented on the site and a more comprehensive inspections of all SCMs shall be conducted once every five years. The comprehensive inspection shall be conducted by either a professional engineer or landscape architect. The owner or operator of the control measures shall maintain documentation of all inspections and the local stormwater program may require submittal of this documentation on an annual basis. Ideally, periodic inspections for trash and debris accumulation and general aesthetics should be performed more frequently, especially after significant storm events.

This Appendix provides a series of individual SCM example checklists for local stormwater programs and others to use to guide inspection and maintenance of specific stormwater control measures. Users should feel free to customize these templates, as appropriate, to more effectively address the situations typically encountered during inspection and maintenance activities and to make them easier for inspectors to use. The checklists are detailed enough for a qualified inspector or the owner/operator that may not be familiar with the specific components of the facility. The Appendix also provides examples for communities in Tennessee of long term maintenance plans for select SCMs, long term maintenance agreements and other legal documents that are necessary for a local stormwater program to verify and document that inspection and maintenance of the SCMs will be reformed as required by the MS4 permit. The example forms and document should be modified and customized to meet the needs of the local stormwater program.

**The documents listed below are available on the Tennessee Permanent Stormwater website at:**

<http://tnpermanentstormwater.org/Appendix.asp>

- Metro Nashville-Davidson County Stormwater Structural BMP Inspection Checklist Templates:

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|------------------------|-----------------------|--------------------------|
| 1. Stormwater Ponds    | 5. Bioretention       | 9. Green Roof            |
| 2. Water Quality Swale | 6. Urban Bioretention | 10. Constructed Wetlands |
| 3. Grass Channel       | 7. Cistern            | 11. Proprietary BMP      |
| 4. Filter Strip        | 8. Permeable Pavement |                          |

- Examples of Operation and Maintenance Documents:

1. Metro Nashville –Davidson County Inspection and Maintenance Agreement, Declaration of Restrictions and Covenants and Long Term Maintenance Plan Instructions
2. City of Franklin Inspection and Maintenance Agreement of Private Stormwater Management Facilities
3. City of Murfreesboro Stormwater Facilities Operation and Maintenance Plan