

NJ Stormwater Toolkit Stormwater Maintenance Card – Instructions

Instructions for Adapting and Customizing the Card for Your Facilities

Maintenance Cards are often used by utility and public works departments to summarize tasks that need to be completed by field crews at stormwater facilities, such as those that are summarized in DEP’s Stormwater Best Management Practices. The Stormwater Maintenance Card was created for possible use by public works and utility operations. The Card is a blank template in its current form – it contains some **example** information showing the types of information that you might want to include in your department’s maintenance cards – but it is designed to be adapted and modified to the specifics of your maintenance requirements for each stormwater facility. The card is in Microsoft Word format to allow for editing.

Examples of the types of stormwater management facilities, or stormwater best management practices, that the maintenance card can be tailored for, include a range of green infrastructure types and other traditional stormwater facility types, such as: Bioretention Systems; Standard Constructed Wetlands; Dry Wells; Extended Detention Basins; Infiltration Basins; Manufactured Treatment Devices; Pervious Paving Systems; Blue Roofs; Sand Filters; Vegetative Filter Strips; Wet Ponds; Grass Swales; Subsurface Gravel Wetlands; Green Roofs; and Cisterns [https://www.njstormwater.org/bmp_manual2.htm]

Presented below are some brief instructions for how to adapt and customize the card content per your needs. Please note that a maintenance card can be created either as a (1) standard “laminated” card to provide guidance in the field, or (2) it can be customized to ask the worker to provide field notes on actions taken, so as to create a maintenance record. In the Maintenance Card Template the sections that could be used for field notes are shown as [Optional:] with notes indicating examples of the types of information that might be collected.

Municipality

Replace the placeholder name of “Greenville” with the name of your unit of local government, utility or agency.

Prepared by

Add the name of the person who created the card and who workers can speak with if they have suggestions to improve or update the maintenance card.

Facility

Add the name of the stormwater facility, or group of facilities, that require regular maintenance.

Location

Add the exact location of the stormwater facility, or group of facilities that require regular maintenance. Refer to the facility maps (which need to be added) as needed.

Description/Purpose

Describe the key functions of the stormwater facility, so that the field staff can look out for conditions that may be interfering with key functions, like sediment retention, water detention, evapotranspiration through vegetation, etc.

Plan View

Please insert a drawing, map, or photo into this template to help the field crew identify key points of maintenance or inspection focus. Adding a key, legend or list to the Plan View to show specific points of attention could be useful to the field crew.

Short Term or Weekly or Monthly Measures

Please list and describe the maintenance actions that need to be performed most frequently at the specific stormwater facility. Please identify the frequency that maintenance is needed. Include inspection tasks, for example, checking that overflow outlets are clear, and that planted vegetation is not dying or diseased. Also include, as relevant, maintenance recommendations such as adding soil or gravel and weed removal or plant replacement.

Medium Term or Quarterly Measures

Please list and describe the actions and frequency that are need at lesser maintenance intervals than weekly/monthly, such as identifying worsening erosion or emerging structural deterioration in a wall or embankments, etc. Please include inspection tasks and items that require on site action, for example, weed removal, vegetation maintenance, catch basin cleaning, etc.

Long Term or Yearly Measures

Please list and describe the actions that need to be performed once per year, or infrequently (specify the frequency), such as identifying clogged pipes or structural failures in retaining walls and outlet structures, or poor stormwater infiltration, or major problems with vegetation, etc. Please include inspection tasks. Optionally, workers can log and report issues for corrective action and indicate the urgency of the action.

Section View

Please insert a drawing, map, or photo into this Section View template spot to help the field crew identify key points of maintenance or inspection focus. Adding a key or legend or list to the Section View to show specific points of attention could be useful to the field crew.

Design Considerations

List and describe the key design components of the stormwater facility, such as overflow riser pipe, water infiltration basin, or permeable pavement, so that the field inspector can review how the key design elements of the facility are intended to function, to aid in the inspection.

Inspections Required by Maintenance Plan or Permit

Please list the key inspections that must be performed and the frequency.

Record Keeping

Describe how issues identified at the stormwater facility need to be logged and reported back to the manager for future corrective action. Indicate how detailed the record needs to be and how the issue and location should be identified, potentially using the maintenance card maps/drawings. Optionally, add notes directly to this section.

Reporting

Identify the procedure for reporting issues at the facility, and if relevant, indicate how different issues, such as facility issues that threaten public safety might also need to be reported more quickly and to a different local manager, such as the public safety department.

Maintenance Notes

Add any notes that provide more specific inspections or maintenance actions for the facility. For example, if there is a history of sediment build-up in a specific location, then the field crew should always perform sediment removal to keep the facility working. Optionally, add notes directly to this section.

Optional Contact for Filing the Maintenance Card

If any notes are to be directly recorded on the maintenance card, please identify here who the annotated maintenance card should be filed with upon return from the field.

Contact: Maintenance Questions

If the field crew has questions while in the field, provide contact information here so that the crew can try to resolve questions or issues while in the field and at the stormwater facility.