

Company Name and or Logo of who prepared the report.

Stormwater Management Facilities Inspection Report

Month Year

Street Address _____
Block ____, Lot ____
Borough of Hightstown
Mercer County
New Jersey

Prepared By:

Name
Street Address
P.O. Box 000
Anytown, NJ 00000

Month, Day, Year

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I.) Introduction

The site is developed as a multi-tenant strip mall building with parking along the front and side of the building. Egress into and out of the site is via a driveway onto Whitehorse Mercerville Road. The site is very flat causing ponding water in certain areas. There are no catch basins in the parking lot, which is causing all water to be directed around both sides of the building to the rear.

Detention Basin / Stormwater Management System

The stormwater system on site is being managed with a linear extended detention basin. This basin is only for water quantity reduction and lined with grass. This basin collects runoff from the adjacent parking lots, access drives, building and retains the runoff to reduce the outflow through the outlet structure and eventually into the drainage ditch that leads to the adjacent creek. Due to the age of the site, the basin style is not one that is currently utilized. The outlet control structure is essentially a Type A basin raised above the grade with the grade of the basin acting as an over flow. There was not low flow orifice spotted due to it being full of water.

Regulations

State of New Jersey: In accordance with N.J.A.C. 7:14A – municipal stormwater regulations, privately owned facilities must inspect and maintain their stormwater systems.

Township of Hamilton: Concurrent with State regulations the Township of Hamilton has passed Ordinance 577.

II.) Summary of Findings

Inspection Date:

A general site inspection was conducted of the overall stormwater system at the site. The site is in good condition by being free of any excessive erosion or stormwater contaminants. The detention basin was full of water during the time of inspection and needs to be re-inspected during a time of year when the ground water and surface waters are not seasonally high. The drainage swales on both ends of the building have sediment, debris and vegetation building. There is also excessive sediment accumulation in the parking lot nearest the southwest corner.

The water coming off the building is discharged through leader drains to grade. The water flows over the pedestrian walk way in the rear of the site. The detention basin is very close to the building due to the depth of the lot.

III.) Maintenance Recommendations:

- Clear the outlet pipe end in the stream bank by hand. The vegetation should be removed and any silt or sediment that may be impeding flow. – This is being managed by landscapers in the near future.
- Clear the two drainage swales by removing sediment, debris, and vegetation.
- Connect all broken leader drains around the building so that they direct the water flow away from the building foundation.
- Remove the excess sediment from the parking area near south west corner.
- Clear the debris away from the outlet control structure in the detention basin to allow for adequate drainage.
- In the event maintenance issues arise, please schedule set date when issues will be fixed or repaired.

IV.) Contact Info

- Owner's name:
- Email:
- Phone Number:

- Maintenance Company Name:
- Email:
- Phone Number:

V.) Conclusion

The detention basin is clean and well maintained. The Maintenance crew should continue to clean the storm structures and clear sediment accumulation when it is observed.

Attachment A

(Inspection Forms)

Stormwater Facility Inspection Report

GENERAL INFORMATION		Site ID: .
Name(s) person inspecting the basin:		Date:
Location Address and Cross Streets:	Watershed:	
Temperature/Weather Conditions :	Property Owner/ Tax Parcel Block & Lot:	
Contact information:		

STRUCTURAL COMPONENTS	
Basin description, size and depth :	Is the basin accessible to maintain? Is it maintained:
Number of inlets:	Outlet diameter:

GENERAL OBSERVATIONS	YES	NO	NOTES/REMARKS
1) Any reports of the basin not functioning?			
2) Are there any unauthorized or malfunctioning structures in the basin?			
3) Are there concrete low flow channels? Is the water entering the basin directly exiting the basin outlet without coming in contact with the basin bottom soil and vegetation?			
4) Is there standing water or evidence of standing water in the basin?			
5) Is there evidence of subsidence or sinkholes?			
6) If fencing exists, are sections missing, leaning, or in a state of disrepair?			

INLET/S	YES	NO	NOTES/REMARKS
1) Signs of brea kage, damage, corrosion or rusting of inlet structure/pipe			
2) Debris or sediment accumulation in or around the inlet clogging the inlet opening/pipe			
3) Signs of erosion , scour or gullies; rock or vegetation above or around the inlet structure			
4) Tree roots, woody vegetation growing close to or through the inlet structure or a situation impacting the structure's integrity			
5) If the inlet has a pretreatment structure (trash r ack, forebay)is it filled with debris or sediment			
6) Is the inlet in good working condition? (If no, st ate any maintenancerequired)			

Stormwater Facility Inspection Report

BASIN	YES	NO	NOTES/REMARKS
1) Accumulation of debris or litter within the basin			
2) Exposed dirt or earth visible, are there areas without vegetation or where turf is damaged			
3) Excess sediment accumulation in the basin			
4) Basin walls/embankment eroded, slumping, caved or being undermined, or rodents/animal burrows exist on slopes			
5) Is the basin in good working condition? (If no, state any maintenance required)			
OUTLET	YES	NO	NOTES/REMARKS
1) Signs of breakage, damage, corrosion or rusting to outlet pipe or conveyance			
2) Debris, sediment, or litter accumulation in or around the outlet pipe			
3) Signs of erosion, scour or gullies; rock or vegetation above or around the outlet structure			
4) Tree roots, woody vegetation impacting the outlet or causing potential damage to the structure			
5) Trash rack damaged (rusted, bent, loose, or missing parts), or cluttered with debris			
6) Is the outlet in good working condition? (If no, state any maintenance required)			
EMERGENCY OVERFLOW	YES	NO	NOTES/REMARKS
1) Are pipes, conduits, or conveyances free of visible debris, clogs and without cracks or breakage			
2) Large tree or root growth close to pipes or conveyances with the potential to crack structure or impede flow			
3) Signs of erosion, scour or gullies; rock or vegetation above or around spillway			
4) Is the spillway in good working condition? (If no, state any repairs or maintenance required)			
BASIN OUTFALL AREA	YES	NO	NOTES/REMARKS
1) Signs of stormwater exiting basin in an uncontrolled manner over wall or berm			
2) Signs of erosion, scour or gullies; rock or vegetation at or down slope of the outfall			
3) Debris or sediment accumulation in or around outfall pipe			
4) Breakage, damage, corrosion or rusting to outfall pipe			
5) Is the outfall pipe in good working condition? (if no, list maintenance req'd)			

Attachment B

Pictures

Stormwater Management Inspection

Photographs

Street Address

Block _____, Lot _____

Borough of Hightstown, Mercer County,
New Jersey

**Drainage Swale on the left (north) side of
the building – Sediment and debris
accumulated**

**Excessive sediment in the parking
lot**

Drainage swale on the right (south) side of the building – sediment and vegetation

**South drainage swale looking towards
the parking lot**

**Excess debris and vegetation in the south
swale**

Detention Basin overview

**Detention Basin OCS – excessive debris
appears to have accumulated at the
concrete base**

**Detention Basin outfall to the stream –
vegetation clearing will commence shortly**

Roof drains to surface level

Attachment C

Overall Site Map

Aerial Map of Site

Attachment D
Inspection logs

Appendix E
MAINTENANCE WORK ORDER AND CHECKLIST

**MAINTENANCE WORK ORDER AND CHECKLIST
FOR STORMWATER MANAGEMENT FACILITIES**

NAME OF FACILITY: _____
 LOCATION: _____ DATE: _____
 WEATHER: _____ WORK STARTED: _____
 MAINTENANCE PERFORMED BY: _____ WORK COMPLETED: _____

A. PREVENTATIVE MAINTENANCE			
WORK ITEMS	ITEMS REQUIRED	ITEMS DONE	COMMENTS AND SPECIAL INSTRUCTIONS
1. GRASS CUTTING			
A. BOTTOMS			
B. EMBANKMENTS AND SIDE SLOPES			
C. PERIMETER AREAS			
D. ACCESS AREAS AND ROADS			
E. OTHERS			
2. GRASS MAINTENANCE			
A. FERTILIZING			
B. RE-SEEDING			
C. DE-THATCHING			
D. PEST CONTROL			
E. OTHERS			
3. VEGETATIVE COVER			
A. FERTILIZING			
B. PRUNING			
C. PEST CONTROL			
D. POISONOUS PLANTS			
E. OTHERS			
4. TRASH AND DEBRIS REMOVAL			
A. BOTTOMS			
B. EMBANKMENTS AND SIDE SLOPES			
C. PERIMETER AREAS			
D. ACCESS AREAS AND ROADS			
E. INLETS			
F. OUTLETS AND TRASH RACKS			
G. OTHERS			
5. SEDIMENT REMOVAL			
A. INLETS			
B. OUTLETS AND TRASH RACKS			
C. LOW FLOW CHANNELS			
D. BOTTOMS			
E. OTHERS			
6. PEST CONTROL			
A. GEESE			
B. MOSQUITO BREEDING			
C. RODENTS / RODENT HOLES			
D. OTHERS			
7. STRUCTURAL REPAIRS			
A. VALVES			
B. SLUICE GATES			
C. PUMPS			
D. FENCE GATES			
E. LOCKS			
F. ACCESS HATCHES			
G. OTHER:			
8. POND MAINTENANCE			
A. AERATION EQUIPMENT			
B. DEBRIS AND TRASH REMOVAL			
C. WEED REMOVAL			
D. OTHER:			
9. OTHER PREVENTIVE MAINTENANCE			
A. PARKING LOT SWEEPING			
B. EMPTYING TRASH RECEPTACLES			
C. PUMPS AND VALVES			
D. ELECTRICAL PANEL AND WIRING			
E. DEWATERING			
F. GRAFFITI REMOVAL			
E. OTHER:			

B. CORRECTIVE MAINTENANCE			
WORK ITEMS	ITEMS REQUIRED	ITEMS DONE	COMMENTS AND SPECIAL INSTRUCTIONS
1. REMOVAL OF DEBRIS AND SEDIMENT			
2. STRUCTURAL REPAIRS			
3. EMBANKMENTS AND SIDE SLOPES			
4. DEWATERING			
5. BASIN MAINTENANCE			
6. CONTROL OF MOSQUITOES			
7. EROSION REPAIR			
8. FENCE REPAIR			
9. SNOW AND ICE REMOVAL			
10. SAND LAYER REPLACEMENT			
11. OTHER			

C. AESTHETIC MAINTENANCE			
WORK ITEMS	ITEMS REQUIRED	ITEMS DONE	COMMENTS AND SPECIAL INSTRUCTIONS
1. GRAFFITI REMOVAL			
2. GRASS TRIMMING			
3. WEEDING			
4. OTHERS			

GENERAL NOTES AND REMARKS:

WORK ORDER PREPARED BY: _____

WORK COMPLETED BY: _____

Appendix F
MAINTENANCE LOG

B. CORRECTIVE MAINTENANCE

WORK ITEM	(S) COMPLETED									
1. REMOVAL OF DEBRIS AND SEDIMENT										
2. STRUCTURAL REPAIRS										
3. EMBANKMENTS AND SIDE SLOPES										
4. DEWATERING										
5. BASIN MAINTENANCE										
6. CONTROL OF MOSQUITOES										
7. EROSION REPAIR										
8. FENCE REPAIR										
9. SNOW AND ICE REMOVAL										
10. SAND LAYER REPLACEMENT										
11. OTHER										

C. AESTHETIC MAINTENANCE

FACILITY ITEM	(S) COMPLETED									
1. GRAFFITI REMOVAL										
2. GRASS TRIMMING										
3. WEEDING										
4. OTHERS										

GENERAL NOTES AND REMARKS (REFER TO ITEM NUMBER IF APPLICABLE)

7. EMERGENCY SPILLWAY										
A. VEGETATION										
B. LINING										
C. EROSION										
D. TRASH AND DEBRIS										
E. OTHER:										
8. PERIMETER										
A. VEGETATION										
B. EROSION										
C. TRASH AND DEBRIS										
D. FENCES AND GATES										
E. AESTHETICS										
G. OTHER:										
9. ACCESS ROADS										
A. VEGETATION										
B. ROAD SURFACE										
C. FENCES AND GATES										
D. EROSION										
E. AESTHETICS										
F. OTHER:										
10. MISCELLANEOUS										
A. EFFECTIVENESS OF EXIST. MAINT. PROGRAM										
B. DAM INSPECTIONS										
C. POTENTIAL MOSQUITO HABITATS										
D. MOSQUITOES										

- (1) ITEM CHECKED IS IN GOOD CONDITION, AND THE MAINTENANCE PROGRAM IS
- (2) ITEM CHECKED REQUIRES ATTENTION, BUT DOES NOT PRESENT AN IMMEDIATE THREAT
FUNCTION OR OTHER FACILITY COMPONENTS.
- (3) THE ITEM CHECKED REQUIRES IMMEDIATE ATTENTION TO KEEP THE FACILITY
DAMAGE TO OTHER FACILITY COMPONENTS.
- (4) PROVIDE EXPLANATION AND DETAILS IF COLUMNS 2 OR 3 ARE CHECKED.

GENERAL NOTES AND REMARKS (REFER TO ITEM NUMBER IF APPLICABLE)