

Subsurface Infiltration - Inspection Checklist

Location:	Suggested Frequency: twice per year and afte
Approx. Date of Installation:	storm events greater than a 2-year storm; see
Inspector:	manufacturer's recommendations for frequency
Date/Time of Inspection:	when using plastic arch chambers or similar
Weather Conditions:	storage devices
Days Since Last Rain Event:	

Reference	Item	Inspection Question	Observation
3.1 - General	1	Is there visual evidence of pollutants in the infiltration basin (e.g. oil sheen, odd discoloration, stains, odors, etc.)?	Y N N/A
Procedures	2	Are there signs of disturbance by humans or pets, such as compacted soils, displaced rocks, graffiti, tire tracks, or pet waste?	Y N N/A
	3	Are adjacent area drains, inlets, or outlet control structures clogged or functioning poorly?	Y N N/A
3.2 - Pretreatment	4	Is the proprietary pretreatment unit clogged or full of debris?	Y N N/A
	5	Do inlets, underdrains, observation ports, outlets, or other structures contain blockages or accumulated sediment?	Y N N/A
3.3 - Drainage Structures	6	Is the underdrain or other piping blocked or clogged despite routine maintenance? Is water not exiting system without other explanation? (Use observation ports or observation wells to check for standing water.)	Y N N/A
o ii do idioo	7	Are the inlet/outlet structure, other grates, or gates damaged, cracked, or deteriorating?	Y N N/A
	8	Does GI installation include signage? Is it damaged, missing, or faded?	Y N N/A
3.4 - Vegetation	9	Is there evidence of animal borrows or rodents present?	Y N N/A
3.5 - Softscape Surfaces	10	Are litter, debris, and accumulated sediment present?	Y N N/A



Subsurface Infiltration - Maintenance Checklist

Location:	Suggested Frequency: twice per year and afte
Approx. Date of Installation:	storm events greater than a 2-year storm; see
Inspector:	manufacturer's recommendations for frequenc
Date/Time of Inspection:	when using plastic arch chambers or similar
Weather Conditions:	storage devices
Days Since Last Rain Event:	•

Reference	Item	Maintenance Action	Maintenance Completed ex. Y N N/A
3.1 - General Procedures	1	If signs of pollution are present, attempt to determine the cause and eliminate it. If a persistent or frequent pollution issue occurs, contact the Owner. This could be a sign that pollutants are routinely being introduced into the basin.	
	2	Coordinate with owner/operator; increase protection measures; add signage and/or pet waste stations	
	3	Remove debris from catch basins, area drains, other inlets	
3.2 - Pretreatment	4	Remove debris and clean filter of the device according to manufacturer instructions	
	5	Remove debris from underdrains, pipes, observations ports, cleanouts, and/or outlet control structures	
3.3 - Drainage	6	Use specialized camera(s) to investigate inside a pipe without having to dig; clear pipes using a process of flushing or jetting a high-powered stream of water through pipes	
Structures	7	Repair/replace grates, gates, covers, and/or bolts	
	8	Repair or replace broken, missing, or faded signage	
3.4 - Vegetation	9	Apply insecticide or pesticide as directed by owner or contact professional for pest removal	
3.5 - Softscape Surfaces	10	Remove trash and debris and properly dispose	

Comments/Follow Up



Infiltration Trenches - Inspection Checklist

Location:	Suggested Frequency: monthly or after large
Approx. Date of Installation:	storms (2.5 inches or more in 24 hours); MassDEF
Inspector:	recommends inspection twice per year after first
Date/Time of Inspection:	year; after rain events greater than 3 inches in 24
Weather Conditions:	hours
Days Since Last Rain Event:	

Reference	Item	Inspection Question	Observation
3.1 - General Procedures	1	Is there visual evidence of pollutants in the infiltration basin (e.g. oil sheen, odd discoloration, stains, odors, etc.)?	Y N N/A
3.1 Gene Proced	2	Are there signs of disturbance by humans or pets, such as compacted soils, displaced rocks, graffiti, tire tracks, or pet waste?	Y N N/A
nent	3	Are adjacent area drains, inlets, or outlet control structures clogged or functioning poorly?	Y N N/A
3.2 - Pretreatment	4	Is the proprietary pretreatment unit clogged or full of debris?	Y N N/A
Pret	5	Is there excessive sediment, silt, or trash accumulation on the sediment forebay?	Y N N/A
ge res	6	Do inlets, underdrains, observation ports, outlets, or other structures contain blockages or accumulated sediment?	Y N N/A
3.3 - Drainage Structures	7	Does riprap contain organic material or sediment?	Y N N/A
Dra Stru	8	Are riprap areas missing rock or in need of repair?	Y N N/A
	9	Does GI installation include signage? Is it damaged, missing, or faded?	Y N N/A
	10	Are tree seedlings, weeds, or other invasive plants present?	Y N N/A
	11	Does the height of grass in or near GI exceed 4 inches?	Y N N/A
3.4 - Vegetation	12	Where mowing is infeasible, does the height of the grass in or near GI exceed 4 inches?	Y N N/A
Neg	13	Does grass or groundcover contain bare spots or thin areas of grass growth?	Y N N/A
	14	Does plant material show negative effects of salts from adjacent paved surfaces? (Refer to any established Winter Vegetation Management procedures)	Y N N/A
aces	15	Is standing water present more than 48 hours after a rain event?	Y N N/A
5 - Surfe	16	Are litter, debris, grass clippings, leaves, or accumulated sediment present?	Y N N/A
3.5 - Softscape Surfaces	17	Are there signs of soil erosion or formation of rills and gullies?	Y N N/A
Soft	18	Is stormwater not infiltrating within 72 hours despite routine maintenance?	Y N N/A



Infiltration Trenches - Maintenance Checklist

Location: Approx. Date of Installation: Inspector: Date/Time of Inspection: Weather Conditions: Days Since Last Rain Event:		nspection:itions:	Suggested Frequency: monthly or after large storms (2.5 inches or more in 24 hours); MassDEP recommends inspection twice per year after first year; after rain events greater than 3 inches in 24 hours
Reference	Item	Maintenance Action	Maintenance Completed ex. Y N N/A
3.1 - General Procedures	1	If signs of pollution are present, attempt to determine the cause and eliminate it. If a persistent or frequent pollution issue occurs, contact the Owner. This could be a sign that pollutants are routinely being introduced into the basin.	
Ge	2	Coordinate with owner/operator; increase protection measures; add signage and/or pet waste stations	
ent	3	Remove debris from catch basins, area drains, other inlets	
3.2 - Pretreatment	4	Remove debris and clean filter of the device according to manufacturer instructions	
Pre	5	Remove debris from forebay (aka sediment forebay)	
s e	6	Remove debris from underdrains, pipes, observations ports, cleanouts, and/or outlet control structures	
3.3 - Drainage Structures	7	Remove organic material, vacuum or sweep surface	
3 Dra Stru	8	Replace missing rock, repair damaged geotextile material	
	9	Repair or replace broken, missing, or faded signage	
_	10	Identify weeds, remove, and dispose; includes volunteer trees; see design recommendations and owner requirements for herbicide application	
3.4 - Vegetation	11	Cut grasses to specific height, remove clippings	
3.4 egeta	12	Trim grass to specific height in areas where mowing is infeasible	
>	13	Spread seed in bare spots	
	14	Minimize use of salts around vegetation; do not store snow in bioretention areas	
faces	15	Observe and record amount of time standing water occurs in soils/soft surfaces; compare to design rate	
5 - 5 Sur	16	Remove trash and debris and properly dispose	
3.5 - Softscape Sur	17	Fill eroded area with material according to design specifications or stabilize with erosion control measures	
Sos	18	Loosen/till existing soil or remove and replace with new soil	
Comme	nts	/Follow Up	



Surface Infiltration Basins - Inspection Checklist

Location:	Suggested Frequency: monthly or after large
Approx. Date of Installation:	storms (2.5 inches or more in 24 hours); MassDEF
Inspector:	recommends inspection after major storm events
Date/Time of Inspection:	during first 3 months of operation and twice per
Weather Conditions:	year and when discharges are through outlet
Days Since Last Rain Event:	control structure thereafter

Reference	Item	Inspection Question	Observation
- eral dures	1	Is there visual evidence of pollutants in the infiltration basin (e.g. oil sheen, odd discoloration, stains, odors, etc.)?	Y N N/A
3.1 - General Procedures	2	Are there signs of disturbance by humans or pets, such as compacted soils, displaced rocks, graffiti, tire tracks, or pet waste?	Y N N/A
nent	3	Are adjacent area drains, inlets, or outlet control structures clogged or functioning poorly	Y N N/A
3.2 - Pretreatment	4	Is the proprietary pretreatment unit clogged or full of debris?	Y N N/A
Pre	5	Is there excessive sediment, silt, or trash accumulation on the sediment forebay?	Y N N/A
Ø	6	Do inlets, underdrains, observation ports, outlets, or other structures contain blockages or accumulated sediment?	Y N N/A
3.3 - Drainage Structures	7	Is the underdrain or other piping blocked or clogged despite routine maintenance? Is water not exiting system without other explanation? (Use observation ports or observation wells to check for standing water.)	Y N N/A
3.3 - ige St	8	Are the inlet/outlet structure, other grates, or gates damaged, cracked, or deteriorating?	Y N N/A
aina	9	Does riprap contain organic material or sediment?	Y N N/A
۵	10	Are riprap areas missing rock or in need of repair?	Y N N/A
	11	Does GI installation include signage? Is it damaged, missing, or faded?	Y N N/A
	12	Are tree seedlings, weeds, or other invasive plants present?	Y N N/A
	13	Does the height of grass in or near GI exceed 4 inches?	Y N N/A
	14	Where mowing is infeasible, does the height of the grass in or near GI exceed 4 inches?	Y N N/A
5	15	Does any plant material require fertilization according to design recommendations?	Y N N/A
4 - tatic	16	Is any woody vegetation in need of shaping, thinning, or removal of dead branches?	Y N N/A
3.4 - Vegetation	17 18	Does grass or groundcover contain bare spots or thin areas of grass growth? Do any plants show signs of damage, decay or dead vegetation?	Y N N/A Y N N/A
>	19	Do any plants show signs of damage, decay of dead vegetation: Do any plants show signs of wilting or distress or does DI contain newly installed plant material that requires watering?	Y N N/A
	20	Do any plants show signs of pests or disease, such as animal borrows?	Y N N/A
	21	Does plant material show negative effects of salts from adjacent paved surfaces? (Refer to any established Winter Vegetation Management procedures)	Y N N/A
S	22	Is standing water present more than 48 hours after a rain event?	Y N N/A
3.5 - Softscape Surfaces	23	Are any of the following present: litter, debris, grass clippings, leaves, or accumulated sediment?	Y N N/A
3.5 - pe Su	24	Are there signs of soil erosion or formation of rills and gullies?	Y N N/A
3 cap	25	Are there areas of exposed soil or bare earth?	Y N N/A
ofts	26	Is there evidence of sinkholes or subsidence?	Y N N/A
Š	27	Is stormwater not infiltrating within 72 hours despite routine maintenance?	Y N N/A
Comme	ents		



Surface Infiltration Basins - Maintenance Checklist

Approx. Date of Installation:			Suggested Frequency: monthly or after large storms (2.5 inches or more in 24 hours); MassDEP recommends inspection after major storm events during first 3 months of operation and twice per year and when discharges are through outlet control structure thereafter
Reference	Item	Maintenance Action	Maintenance Completed ex. Y N N/A
3.1 - General Procedures	1	If signs of pollution are present, attempt to determine the cause and eliminate it. If a persistent or frequent pollution issue occurs, contact the Owner. This could be a sign that pollutants are routinely being introduced into the basin.	
Ge	2	Coordinate with owner/operator; increase protection measures; add signage and/or pet waste stations	
ent	3	Remove debris from catch basins, area drains, other inlets	
3.2 - Pretreatment	4	Remove debris and clean filter of the device according to manufacturer instructions	
Pret	5	Remove debris from forebay (aka sediment forebay)	
s	6	Remove debris from underdrains, pipes, observations ports, cleanouts, and/or outlet control structures	
3.3 - Drainage Structures	7	Use specialized camera(s) to investigate inside a pipe without having to dig; clear pipes using a process of flushing or jetting a high-powered stream of water through pipes	
3.3 ge St	8	Repair/replace grates, gates, covers, and/or bolts	
ainaç	9	Remove organic material, vacuum or sweep surface	
Dra	10	Replace missing rock, repair damaged geotextile material	
	11	Repair or replace broken, missing, or faded signage	
	12	Identify weeds, remove, and dispose; includes volunteer trees; see design recommendations and owner requirements for herbicide application	
	13	Cut grasses to specific height, remove clippings	
	14	Trim grass to specific height in areas where mowing is infeasible	
uc	15	Apply fertilizer specific to plant material needs and manufacturer recommendations	
3.4 - getation	16	Prune/cut plant material and remove clippings	
a a	17	Spread seed in bare spots	
Š	18	Remove dead or damaged plant material and replant new Water/irrigate newly planted vegetation, follow design recommendations, or specific	
	19	plant needs/triggers Apply insecticide or pesticide as directed by owner or contact professional for pest	
	20	removal	
	21	Minimize use of salts around vegetation; do not store snow in bioretention areas	
ω	22	Observe and record amount of time standing water occurs in soils/soft surfaces; compare to design rate	
ace	23	Remove trash and debris and properly dispose	
3.5 - Softscape Surfaces	24	Fill eroded area with material according to design specifications or stabilize with erosion control measures	
	25	Add mulch to bare or thin areas or completely remove old and replace with new annually	
Soft	26	Fill areas of settlement with clean topsoil; if settling occurs beneath structures, pack with a subbase	
	27	Loosen/till existing soil or remove and replace with new soil	
Comme	nts	/Follow Up	



Tree Filters - Inspection Checklist

Location: Approx. Date of Installation: Inspector: Date/Time of Inspection: Weather Conditions: Days Since Last Rain Event:	Suggested Frequency: monthly or after large storms (2.5 inches or more in 24 hours); MassDEP recommends inspection twice per year during first year; then annually and after rain events greater than 3 inches in 24 hrs.
Days Since Last Rain Event:	

Reference	Item	Inspection Question	Observation
3.1 - General Procedures	1	Is there visual evidence of pollutants in the infiltration basin (e.g. oil sheen, odd discoloration, stains, odors, etc.)?	Y N N/A
3.1 - (Proc	2	Are there signs of disturbance by humans or pets, such as compacted soils, displaced rocks, graffiti, tire tracks, or pet waste?	Y N N/A
tment	3	Are adjacent area drains, inlets, or outlet control structures clogged or functioning poorly?	Y N N/A
3.2 - Pretreatment	4	Is the proprietary pretreatment unit clogged or full of debris?	Y N N/A
0	5	Do inlets, underdrains, observation ports, outlets, or other structures contain blockages or accumulated sediment?	Y N N/A
3.3 - Drainage Structures	6	Is the underdrain or other piping blocked or clogged despite routine maintenance? Is water not exiting system without other explanation? (Use observation ports or observation wells to check for standing water.)	Y N N/A
3.3 - Str	7	Are the inlet/outlet structure, other grates, or gates damaged, cracked, or deteriorating?	Y N N/A
	8	Does GI installation include signage? Is it damaged, missing, or faded?	Y N N/A
	9	Are tree seedlings, weeds, or other invasive plants present?	Y N N/A
	10	Does any plant material require fertilization according to design recommendations?	Y N N/A
3.4 - Vegetation	11	Is any woody vegetation in need of shaping, thinning, or removal of dead branches?	Y N N/A
ege/	12	Do any plants show signs of damage, decay or dead vegetation?	Y N N/A
3.4 - V	13	Do any plants show signs of wilting or distress, or does GI contain newly installed plant material that requires watering?	Y N N/A
	14	Do any plants show signs of pests or disease, such as animal borrows?	Y N N/A
	15	Does plant material show negative effects of salts from adjacent paved surfaces? (Refer to any established Winter Vegetation Management procedures)	Y N N/A
3.5 - Softscape Structures	16	Are any of the following present: litter, debris, grass clippings, leaves, or accumulated sediment?	Y N N/A
3.5 oftsc ructu	17	Are there areas of exposed soil or bare earth?	Y N N/A
S to	18	Is there evidence of sinkholes or subsidence?	Y N N/A



Tree Filters - Maintenance Checklist

uggested Frequency: monthly or after large forms (2.5 inches or more in 24 hours); MassDE ecommends inspection twice per year during rst year; then annually and after rain events reater than 3 inches in 24 hrs.
o ec

Reference	Item	Maintenance Action	Maintenance Completed ex. Y N N/A
3.1 - General Procedures	1	If signs of pollution are present, attempt to determine the cause and eliminate it. If a persistent or frequent pollution issue occurs, contact the Owner. This could be a sign that pollutants are routinely being introduced into the basin.	Y N N/A
3.1 - G Proce	2	Coordinate with owner/operator; increase protection measures; add signage and/or pet waste stations	Y N N/A
3.2 - Pretreatment	3	Remove debris from catch basins, area drains, other inlets	Y N N/A
3. Pretre	4	Remove debris and clean filter of the device according to manufacturer instructions	Y N N/A
Φ_	5	Remove debris from underdrains, pipes, observations ports, cleanouts, and/or outlet control structures	Y N N/A
3.3 - Drainage Structures	6	Use specialized camera(s) to investigate inside a pipe without having to dig; clear pipes using a process of flushing or jetting a high-powered stream of water through pipes	Y N N/A
	7	Repair/replace grates, gates, covers, and/or bolts	Y N N/A
	8	Repair or replace broken, missing, or faded signage	Y N N/A
3.4 - Vegetation	9	Identify weeds, remove, and dispose; includes volunteer trees; see design recommendations and owner requirements for herbicide application	Y N N/A
	10	Apply fertilizer specific to plant material needs and manufacturer recommendations	Y N N/A
	11	Prune/cut plant material and remove clippings	Y N N/A
	12	Remove dead or damaged plant material and replant new	Y N N/A
	13	Water/irrigate newly planted vegetation, follow design recommendations, or specific plant needs/triggers	Y N N/A
	14	Apply insecticide or pesticide as directed by owner or contact professional for pest removal	Y N N/A
	15	Minimize use of salts around vegetation; do not store snow in bioretention areas	Y N N/A
υ α	16	Remove trash and debris and properly dispose	Y N N/A
3.5 - Softscape Structures	17	Add mulch to bare or thin areas or completely remove old and replace with new annually	Y N N/A
Sofi	18	Fill areas of settlement with clean topsoil; if settling occurs beneath structures, pack with a subbase	Y N N/A
Comments/Follow Un			

Comments/Follow Up



Bioretention (infiltration) - Inspection Checklist

Location:	Suggested Frequency: monthly or after large
Approx. Date of Installation:	storms (2.5 inches or more in 24 hours); MassDEP
Inspector:	recommends inspection after major storm events
Date/Time of Inspection:	during first 3 months of operation, then twice
Weather Conditions:	per year and when discharges are through outlet
Days Since Last Rain Event:	control structure thereafter

Reference	Item	Inspection Question	Observation
eneral	1	Is there visual evidence of pollutants in the infiltration basin (e.g. oil sheen, odd discoloration, stains, odors, etc.)?	Y N N/A
3.1 - General Procedures	2	Are there signs of disturbance by humans or pets, such as compacted soils, displaced rocks, graffiti, tire tracks, or pet waste?	Y N N/A
3.2 - Pretreatment	3	Are adjacent area drains, other inlets, or outlet control structures clogged or functioning poorly?	Y N N/A
3.2 - reatr	4	Is the proprietary pretreatment unit clogged or full of debris?	Y N N/A
Pretr	5	Is there excessive sediment, silt, or trash accumulation on the sediment forebay?	Y N N/A
3.3 - Drainage Structures	6	Do inlets, underdrains, observation ports, outlets, or other structures contain blockages or accumulated sediment?	Y N N/A
3.3 raina ructu	7	Are riprap areas missing rock, in need of repair, or contain excess sediment?	Y N N/A
St D	8	Does GI installation include signage? Is it damaged, missing, or faded?	Y N N/A
3.4 - Vegetation	9	Are tree seedlings, weeds, or other invasive plants present?	Y N N/A
	10	Does the height of grass in or near GI exceed 4 inches?	Y N N/A
	11	Where mowing is infeasible, does the height of the grass in or near GI exceed 4 inches?	Y N N/A
	12	Does any plant material require fertilization according to design recommendations?	Y N N/A
	13	Is any woody vegetation in need of shaping, thinning, or removal of dead branches?	Y N N/A
	14	Does grass or ground cover contain bare spots or thin areas of grass growth?	Y N N/A
	15	Do any plants show signs of damage, decay or dead vegetation?	Y N N/A
	16	Do any plants show signs of wilting or distress? (refer to design recommendations for watering, especially newly installed plant material)	Y N N/A
	17	Is there evidence of animal borrows or rodents present? Do any plants show signs of pests or disease?	Y N N/A
	18	Does plant material show negative effects of salts from adjacent paved surfaces? (Refer to any established Winter Vegetation Management procedures)	Y N N/A
Softscape Surfaces	19	Is standing water present more than 48 hours after a rain event?	Y N N/A
	20	Are any of the following present: litter, debris, grass clippings, leaves, or accumulated sediment?	Y N N/A
	21	Are there signs of soil erosion or formation of rills and gullies?	Y N N/A
ftsc	22	Are there areas of exposed soil or bare earth?	Y N N/A
- Sot	23	Is there evidence of sinkholes or subsidence?	Y N N/A
3.5	24	Is stormwater not infiltrating within 72 hours despite routine maintenance?	Y N N/A
Commo			



Bioretention (infiltration) - Maintenance Checklist

Location:	Suggested Frequency: monthly or after large
Approx. Date of Installation:	storms (2.5 inches or more in 24 hours); MassDEI
Inspector:	recommends inspection after major storm events
Date/Time of Inspection:	during first 3 months of operation, then twice
Weather Conditions:	per year and when discharges are through outlet
Days Since Last Rain Event:	control structure thereafter
o l	

Reference	Item	Maintenance Action	Maintenance Completed ex. Y N N/A
3.1 - General Procedures	1	If signs of pollution are present, attempt to determine the cause and eliminate it. If a persistent or frequent pollution issue occurs, contact the Owner. This could be a sign that pollutants are routinely being introduced into the basin.	
3.1 - Proc	2	Coordinate with owner/operator; increase protection measures; add signage and/or pet waste stations	
nent	3	Remove debris from catch basins, area drains, other inlets	
3.2 - Pretreatment	4	Remove debris and clean filter of the device according to manufacturer instructions	
Pre	5	Remove debris from forebay (aka sediment forebay)	
inage ires	6	Remove debris from underdrains, pipes, observations ports, cleanouts, and/or outlet control structures	
3.3 - Drainage Structures	7	Remove organic material, vacuum or sweep surface; replace missing rock, repair damaged geotextile material	
ю. 0.0	8	Repair or replace broken, missing, or faded signage	
3.4 - Vegetation	9	Identify weeds, remove, and dispose; includes volunteer trees; see design recommendations and owner requirements for herbicide application	
	10	Cut grasses to specific height, remove clippings	
	11	Trim grass to specific height in areas where mowing is infeasible	
	12	Apply fertilizer specific to plant material needs and manufacturer recommendations	
	13	Prune/cut plant material and remove clippings	
	14	Spread seed in bare spots	
	15	Remove dead or damaged plant material and replant new	
	16	Water/irrigate newly planted vegetation, follow design recommendations, or specific plant needs/triggers	
	17	Apply insecticide or pesticide as directed by owner or contact professional for pest removal	
	18	Minimize use of salts around vegetation; do not store snow in bioretention areas	
3.5 - Softscape Surfaces	19	Observe and record amount of time standing water occurs in soils/soft surfaces; compare to design rate	
	20	Remove trash and debris and properly dispose	
	21	Fill eroded area with material according to design specifications or stabilize with erosion control measures	
	22	Add mulch to bare or thin areas or completely remove old and replace with new annually	
	23	Fill areas of settlement with clean topsoil; if settling occurs beneath structures, pack with a subbase	
	24	Loosen/till existing soil or remove and replace with new soil	
Comme	ents	/Follow Up	



Biofiltration - Inspection Checklist

Location:	Suggested Frequency: monthly or after large
Approx. Date of Installation:	storms (2.5 inches or more in 24 hours); MassDEP
Inspector:	recommends inspection after major storm events
Date/Time of Inspection:	during first 3 months of operation, then twice
Weather Conditions:	per year and when discharges are through outlet
Days Since Last Rain Event:	control structure thereafter

Reference	Item	Inspection Question	Observation
3.1 - General ocedures	1	Is there visual evidence of pollutants in the infiltration basin (e.g. oil sheen, odd discoloration, stains, odors, etc.)?	Y N N/A
3.1 - General Procedures	2	Are there signs of disturbance by humans or pets, such as compacted soils, displaced rocks, graffiti, tire tracks, or pet waste?	Y N N/A
3.2 - Pretreatment	3	Are adjacent area drains, inlets or outlet control structures clogged or functioning poorly?	Y N N/A
3.2 - treatr	5	Is the proprietary pretreatment unit clogged or full of debris?	Y N N/A
Pre	6	Is there excessive sediment, silt, or trash accumulation on the sediment forebay?	Y N N/A
.es	7	Do inlets, underdrains, observation ports, outlets, or other structures contain blockages or accumulated sediment?	Y N N/A
3.3 - Drainage Structures	8	Is the underdrain or other piping blocked or clogged despite routine maintenance? Is water not exiting system without other explanation? (Use observation ports or observation wells to check for standing water.)	Y N N/A
	9	ls the inlet or outlet structure or other grates or gates damaged, cracked, or deteriorating?	Y N N/A
	10	Does riprap contain organic material or sediment?	Y N N/A
	11	Are riprap areas missing rock or in need of repair?	Y N N/A
	12	Does GI installation include signage? Is it damaged, missing, or faded?	Y N N/A
	13	Are tree seedlings, weeds, or other invasive plants present?	Y N N/A
	14	Does the height of grass in or near GI exceed 4 inches?	Y N N/A
3.4 Vegetation	15	Where mowing is infeasible, does the height of the grass in or near GI exceed 4 inches?	Y N N/A
	16	Does any plant material require fertilization according to design recommendations?	Y N N/A
	17	Is any woody vegetation in need of shaping, thinning, or removal of dead branches?	Y N N/A
	18	Does grass or groundcover contain bare spots or thin areas of grass growth?	Y N N/A
	19	Do any plants show signs of damage, decay or dead vegetation?	Y N N/A
	20	Do any plants show signs of wilting or distress, or does GI contain newly installed plant material that requires watering?	Y N N/A
	21	Do any plants show signs of pests or disease, such as animal borrows?	Y N N/A
	22	Does plant material show negative effects of salts from adjacent paved surfaces? (Refer to any established Winter Vegetation Management procedures)	Y N N/A
be "	23	Are litter, debris, grass clippings, leaves, or accumulated sediment present?	Y N N/A
3.5 - Softscape Structures	24	Are there signs of soil erosion or formation of rills and gullies?	Y N N/A
- So truc	25	Are there areas of exposed soil or bare earth?	Y N N/A
3.5 - St	26	Is there evidence of sinkholes or subsidence?	Y N N/A



Biofiltration - Maintenance Checklist

Inspector Date/Time Weather (: e of I Cond	nspection: itions: st Rain Event:	Suggested Frequency: monthly or after large storms (2.5 inches or more in 24 hours); MassDEF recommends inspection after major storm events during first 3 months of operation, then twice per year and when discharges are through outlet control structure thereafter
Reference	Item	Maintenance Action	Maintenance Completed ex. Y N N/A
3.1 - General Procedures	1	If signs of pollution are present, attempt to determine the cause and eliminate it. If a persistent or frequent pollution issue occurs, contact the Owner. This could be a sign that pollutants are routinely being introduced into the basin.	
	2	Coordinate with owner/operator; increase protection measures; add signage and/or pet waste stations	
nent	3	Remove debris from catch basins, area drains, other inlets	
3.2 - eatn	4	Remove debris and clean filter of the device according to manufacturer instructions	
3.2 - Pretreatment	5	Remove debris from forebay (aka sediment forebay)	
3 - Drainage Structures	7	Remove debris from underdrains, pipes, observations ports, cleanouts, and/or outlet control structures	
	8	Use specialized camera(s) to investigate inside a pipe without having to dig; clear pipes using a process of flushing or jetting a high-powered stream of water through pipes	
	9	Repair/replace grates, gates, covers, and/or bolts	
	10	Remove organic material, vacuum or sweep surface	
	11	Replace missing rock, repair damaged geotextile material	
ю [.]	12	Repair or replace broken, missing, or faded signage	
3.4 Vegetation	13	Identify weeds, remove, and dispose; includes volunteer trees; see design recommendations and owner requirements for herbicide application	
	14	Cut grasses to specific height, remove clippings	
	15	Trim grass to specific height in areas where mowing is infeasible	
	16	Apply fertilizer specific to plant material needs and manufacturer recommendations	
	17	Prune/cut plant material and remove clippings	
	18	Spread seed in bare spots	
	19	Remove dead or damaged plant material and replant new	
	20	Water/irrigate newly planted vegetation, follow design recommendations, or specific plant needs/triggers	
	21	Apply insecticide or pesticide as directed by owner or contact professional for pest removal	
	22	Minimize use of salts around vegetation; do not store snow in bioretention areas	
3.5 - Softscape Structures	23	Remove trash and debris and properly dispose	
	24	Fill eroded area with material according to design specifications or stabilize with erosion control measures	
	25	Add mulch to bare or thin areas or completely remove old and replace with new annually	
	26	Fill areas of settlement with clean topsoil; if settling occurs beneath structures, pack with a subbase	
Comme	ents	/Follow Up	



Bioretention Planters - Inspection Checklist

Location:	Suggested Frequency: monthly or after large
Approx. Date of Installation:	storms (2.5 inches or more in 24 hours); MassDEF
Inspector:	recommends inspection after major storm events
Date/Time of Inspection:	during first 3 months of operation, then twice
Weather Conditions:	per year and when discharges are through outlet
Days Since Last Rain Event:	control structure thereafter

State of the commendations o	Reference	ltem	Inspection Question	Observation
Are the inlet/outlet structure, other grates, or gates damaged, cracked, or deteriorating? Does GI installation include signage? Is it damaged, missing, or faded? Are tree seedlings, weeds, or other invasive plants present? Does any plant show signs of damage, decay or dead vegetation? Is any woody vegetation in need of shaping, thinning, or removal of dead branches? Is any plants show signs of watering, especially newly installed plant material) Is there excessive sediment, silt, or trash accumulation on the sediment Y N N/A Do inlets, underdrains, observation ports, outlets, or other structures contain blockages or accumulated sediment? Between the underdrain or other piping blocked or clogged despite routine maintenance? Is water not exiting system without other explanation? (Use observation ports or observation wells to check for standing water.) Are the inlet/outlet structure, other grates, or gates damaged, cracked, or deteriorating? Does GI installation include signage? Is it damaged, missing, or faded? Y N N/A Are tree seedlings, weeds, or other invasive plants present? Y N N/A Do any plant material require fertilization according to design recommendations? Is any woody vegetation in need of shaping, thinning, or removal of dead branches? Do any plants show signs of damage, decay or dead vegetation? Y N N/A Is there evidence of animal borrows or rodents present? Do any plants show signs of pests or disease? Y N N/A	eneral	1	·	Y N N/A
State Stat	3.1 - Ge Proced	2		Y N N/A
Solution Page 1 Page 2	nent	3		Y N N/A
Solution Page 1 Page 2	3.2 - eatr	4	Is the proprietary pretreatment unit clogged or full of debris?	Y N N/A
blockages or accumulated sediment? Is the underdrain or other piping blocked or clogged despite routine maintenance? Is water not exiting system without other explanation? (Use observation ports or observation wells to check for standing water.) Are the inlet/outlet structure, other grates, or gates damaged, cracked, or deteriorating? Does Gl installation include signage? Is it damaged, missing, or faded? N N N/A Does any plant material require fertilization according to design recommendations? Is any woody vegetation in need of shaping, thinning, or removal of dead branches? Bo any plants show signs of damage, decay or dead vegetation? N N N/A Do any plants show signs of wilting or distress? (refer to design recommendations for watering, especially newly installed plant material) Is there evidence of animal borrows or rodents present? Do any plants show signs of pests or disease? Is the evidence of animal borrows or rodents present? Do any plants show signs of pests or disease? Are the inlet/outlet structure, other grates, or gates damaged, cracked, or y N N/A To bo any plants show signs of wilting or design recommendations for watering, especially newly installed plant material) Step evidence of animal borrows or rodents present? Do any plants show signs of pests or disease? Does plant material show negative effects of salts from adjacent paved surfaces? (Refer to any established Winter Vegetation Management procedures)	Pretr	5		Y N N/A
9 Does GI installation include signage? Is it damaged, missing, or faded? 10 Are tree seedlings, weeds, or other invasive plants present? 11 Does any plant material require fertilization according to design recommendations? 12 Is any woody vegetation in need of shaping, thinning, or removal of dead branches? 13 Do any plants show signs of damage, decay or dead vegetation? 14 Do any plants show signs of wilting or distress? (refer to design recommendations for watering, especially newly installed plant material) 15 Is there evidence of animal borrows or rodents present? Do any plants show signs of pests or disease? 16 Does plant material show negative effects of salts from adjacent paved surfaces? (Refer to any established Winter Vegetation Management procedures)		6		Y N N/A
9 Does GI installation include signage? Is it damaged, missing, or faded? 10 Are tree seedlings, weeds, or other invasive plants present? 11 Does any plant material require fertilization according to design recommendations? 12 Is any woody vegetation in need of shaping, thinning, or removal of dead branches? 13 Do any plants show signs of damage, decay or dead vegetation? 14 Do any plants show signs of wilting or distress? (refer to design recommendations for watering, especially newly installed plant material) 15 Is there evidence of animal borrows or rodents present? Do any plants show signs of pests or disease? 16 Does plant material show negative effects of salts from adjacent paved surfaces? (Refer to any established Winter Vegetation Management procedures)	3.3 - Drainage Structures	7	maintenance? Is water not exiting system without other explanation? (Use	Y N N/A
10 Are tree seedlings, weeds, or other invasive plants present? 11 Does any plant material require fertilization according to design recommendations? 12 Is any woody vegetation in need of shaping, thinning, or removal of dead branches? 13 Do any plants show signs of damage, decay or dead vegetation? 14 Do any plants show signs of wilting or distress? (refer to design recommendations for watering, especially newly installed plant material) 15 Is there evidence of animal borrows or rodents present? Do any plants show signs of pests or disease? 16 Does plant material show negative effects of salts from adjacent paved surfaces? (Refer to any established Winter Vegetation Management procedures)		8		Y N N/A
11 Does any plant material require fertilization according to design recommendations? 12 Is any woody vegetation in need of shaping, thinning, or removal of dead branches? 13 Do any plants show signs of damage, decay or dead vegetation? 14 Do any plants show signs of wilting or distress? (refer to design recommendations for watering, especially newly installed plant material) 15 Is there evidence of animal borrows or rodents present? Do any plants show signs of pests or disease? 16 Does plant material show negative effects of salts from adjacent paved surfaces? (Refer to any established Winter Vegetation Management procedures) 17 Is standing water present more than 49 hours of the a rain point? 18 In standing water present more than 49 hours of the a rain point? 19 In standing water present more than 49 hours of the a rain point? 19 In standing water present more than 49 hours of the a rain point?		9	Does GI installation include signage? Is it damaged, missing, or faded?	Y N N/A
11 recommendations? 12 Is any woody vegetation in need of shaping, thinning, or removal of dead branches? 13 Do any plants show signs of damage, decay or dead vegetation? 14 Do any plants show signs of wilting or distress? (refer to design recommendations for watering, especially newly installed plant material) 15 Is there evidence of animal borrows or rodents present? Do any plants show signs of pests or disease? 16 Does plant material show negative effects of salts from adjacent paved surfaces? (Refer to any established Winter Vegetation Management procedures) 17 Is standing water present more than 48 hours effect or rain event? 18 Is any woody vegetation in need of shaping, thinning, or removal of dead Y N N/A		10	Are tree seedlings, weeds, or other invasive plants present?	Y N N/A
branches? 13 Do any plants show signs of damage, decay or dead vegetation? 14 Do any plants show signs of wilting or distress? (refer to design recommendations for watering, especially newly installed plant material) 15 Is there evidence of animal borrows or rodents present? Do any plants show signs of pests or disease? 16 Does plant material show negative effects of salts from adjacent paved surfaces? (Refer to any established Winter Vegetation Management procedures) 17 In standing water present more than 48 hours of the strain event? 18 In standing water present more than 48 hours of the strain event?		11		Y N N/A
15 Is there evidence of animal borrows or rodents present? Do any plants show signs of pests or disease? 16 Does plant material show negative effects of salts from adjacent paved surfaces? (Refer to any established Winter Vegetation Management procedures) 17 Is standing water present more than 48 hours effect or rain event?	ation	12		Y N N/A
15 Is there evidence of animal borrows or rodents present? Do any plants show signs of pests or disease? 16 Does plant material show negative effects of salts from adjacent paved surfaces? (Refer to any established Winter Vegetation Management procedures) 17 Is standing water present more than 48 hours of top a rain event?	geta	13	Do any plants show signs of damage, decay or dead vegetation?	Y N N/A
15 Is there evidence of animal borrows or rodents present? Do any plants show signs of pests or disease? 16 Does plant material show negative effects of salts from adjacent paved surfaces? (Refer to any established Winter Vegetation Management procedures) 17 Is standing water present more than 48 hours of top a rain event?	3.4 - Ve	14		Y N N/A
surfaces? (Refer to any established Winter Vegetation Management procedures) Y N N/A		15		Y N N/A
17 Is standing water present more than 48 hours after a rain event? 18 Are any of the following present: litter, debris, grass clippings, leaves, and accumulated sediment? Y N N/A		16	' ' '	Y N N/A
Are any of the following present: litter, debris, grass clippings, leaves, and accumulated sediment? Y N N/A	Softscape Surfaces	17	Is standing water present more than 48 hours after a rain event?	Y N N/A
		18	Are any of the following present: litter, debris, grass clippings, leaves, and accumulated sediment?	Y N N/A
19 Are there signs of soil erosion or formation of rills and gullies? Y N N/A		19	Are there signs of soil erosion or formation of rills and gullies?	Y N N/A
20 Are there areas of exposed soil or bare earth? Y N N/A	ftsca	20	Are there areas of exposed soil or bare earth?	Y N N/A
21 Is there evidence of sinkholes or subsidence? Y N N/A	- So	21	Is there evidence of sinkholes or subsidence?	Y N N/A
21 Is there evidence of sinkholes of subsidence? 22 Is stormwater not infiltrating within 72 hours despite routine maintenance? Y N N/A	3.6	22	Is stormwater not infiltrating within 72 hours despite routine maintenance?	Y N N/A



Bioretention Planters - Maintenance Checklist

Approx. Date of Installation:		nspection:itions:	Suggested Frequency: monthly or after large storms (2.5 inches or more in 24 hours); MassDEF recommends inspection after major storm events during first 3 months of operation, then twice per year and when discharges are through outlet control structure thereafter
Reference	ltem	Maintenance Action	Maintenance Completed ex. Y N N/A
3.1 - General Procedures	1	If signs of pollution are present, attempt to determine the cause and eliminate it. If a persistent or frequent pollution issue occurs, contact the Owner. This could be a sign that pollutants are routinely being introduced into the basin.	
3.1 - (Proc	2	Coordinate with owner/operator; increase protection measures; add signage and/or pet waste stations	
ent	3	Remove debris from catch basins, area drains, other inlets	
3.2 - Pretreatment	4	Remove debris and clean filter of the device according to manufacturer instructions	
Pre	5	Remove debris from forebay (aka sediment forebay)	
<u>o</u>	6	Remove debris from underdrains, pipes, observations ports, cleanouts, and/or outlet control structures	
3.3 - Drainage Structures	7	Use specialized camera(s) to investigate inside a pipe without having to dig; clear pipes using a process of flushing or jetting a high-powered stream of water through pipes	
	8	Repair/replace grates, gates, covers, and/or bolts	
	9	Repair or replace broken, missing, or faded signage	
3.4 - Vegetation	10	Identify weeds, remove, and dispose; includes volunteer trees; see design recommendations and owner requirements for herbicide application	
	11	Apply fertilizer specific to plant material needs and manufacturer recommendations	
	12	Prune/cut plant material and remove clippings	
ege/	13	Remove dead or damaged plant material and replant new	
3.4 - V	14	Water/irrigate newly planted vegetation, follow design recommendations, or specific plant needs/triggers	
	15	Apply insecticide or pesticide as directed by owner or contact professional for pest removal	
	16	Minimize use of salts around vegetation; do not store snow in bioretention areas	
Softscape Surfaces	17	Observe and record amount of time standing water occurs in soils/soft surfaces; compare to design rate	
	18	Remove trash and debris and properly dispose	
	19	Fill eroded area with material according to design specifications or stabilize with erosion control measures	
	20	Add mulch to bare or thin areas or completely remove old and replace with new annually	
3.5 - S	21	Fill areas of settlement with clean topsoil; if settling occurs beneath structures, pack with a subbase	
	22	Loosen/till existing soil or remove and replace with new soil	
Comme	ents	/Follow Up	



Porous Asphalt - Inspection Checklist

Location:	Suggested Frequency: monthl
Approx. Date of Installation:	storms (2.5 inches or more in 24
Inspector:	recommends inspection after n
Date/Time of Inspection:	during first 3 months of operation
Weather Conditions:	per year and when discharges a
Dave Since Last Pain Events	control structure thereofter

ly or after large 4 hours); MassDEP najor storm events on, then twice are through outlet

Reference	Item	Inspection Question	Observation
3.1 - General Procedures	ls there visual evidence of pollutants in the infiltration basin (e.g. oil sheen, odd discoloration, stains, odors, etc.)?		Y N N/A
3.1 - G Proce	2	Are there signs of disturbance by humans or pets, such as compacted soils, displaced rocks, graffiti, tire tracks, or pet waste?	Y N N/A
nage res	3	Do inlets, underdrains, observation ports, outlets, or other structures contain blockages or accumulated sediment?	Y N N/A
3 - Drainage Structures	4	Are any grates, gates, covers or bolts on drainage structures in need of repair or replacement?	Y N N/A
6. S. S.	5	Does GI installation include signage? Is it damaged, missing, or faded?	Y N N/A
3.5 - Softscape Surfaces	6	Are any of the following present: litter, debris, grass clippings, leaves, and accumulated sediment?	Y N N/A
3. Softs Surf	7	Is there evidence of sinkholes or subsidence?	Y N N/A
	8	Is large debris (trash, leaves) present on asphalt surface?	Y N N/A
e l	9	Is sand or excess sediment clogging pores of asphalt?	Y N N/A
neal	10	Is sand or excess sediment still present after power washing?	Y N N/A
s - Permeable Pavements	11	Is system not functioning properly despite routine maintenance?	Y N N/A
3.6 - Pa	12	Does surface show signs of deterioration, spalling, or other flaws?	Y N N/A
(0)	13	Is there excess or accumulated salt from paved surfaces in spring? (Refer to any established Winter Vegetation Management procedures)	Y N N/A



Porous Asphalt - Maintenance Checklist

ence	Maintanana Astian	Maintenance Completed		
Neather Conditions: Days Since Last Rain Even	t:	per year and when discharges are through outlet control structure thereafter		
Date/Time of Inspection:		during first 3 months of operation, then twice		
nspector:		storms (2.5 inches or more in 24 hours); MassDEl recommends inspection after major storm events		
Approx. Date of Installatio	า:			
_ocation:		Suggested Frequency: monthly or after large		

Reference	Item	Maintenance Action	Maintenance Completed ex. Y N N/A
3.1 - General Procedures	1	If signs of pollution are present, attempt to determine the cause and eliminate it. If a persistent or frequent pollution issue occurs, contact the Owner. This could be a sign that pollutants are routinely being introduced into the basin.	
3.1 - (Proc	2	Coordinate with owner/operator; increase protection measures; add signage and/or pet waste stations	
age ures	3	Remove debris from underdrains, pipes, observations ports, cleanouts, and outlet control structures	
3.3 - Drainage Structures	4	Repair/replace grates, gates, covers, bolts	
St	5	Repair or replace broken, missing, or faded signage	
3.5 - Softscape Surfaces	6	Remove trash and debris and properly dispose	
3.5 Softsc Surfa	7	Fill areas of settlement with clean topsoil; if settling occurs beneath structures, pack with a subbase	
	8	Remove large debris from surface before vacuuming	
s	9	Power wash to dislodge trapped particles before vacuuming	
- Permeable avements	10	Use power vacuum sweeper to clear pores	
3 - Permeab Pavements	11	Test infiltrative capacity and compare to design rate	
3.6 P	12	Repair or replace ares with chipped or cracked asphalt	
	13	Minimize use of salts, do not use sand, use rubber plow blade, do not store snow	

Comments/Follow Up



Permeable Pavers - Inspection Checklist

Location:	Suggested Frequency: cleaned after the winter
Approx. Date of Installation:	season and every three months thereafter
Inspector:	
Date/Time of Inspection:	
Weather Conditions:	
Days Since Last Rain Event:	

Reference	Item	Inspection Question	Observation
neral	1	Is there visual evidence of pollutants in the infiltration basin (e.g. oil sheen, odd discoloration, stains, odors, etc.)?	Y N N/A
3.1 - General Procedures	2	Are there signs of disturbance by humans or pets, such as compacted soils, displaced rocks, graffiti, tire tracks, or pet waste?	Y N N/A
nage res	3	Do inlets, underdrains, observation ports, outlets, or other structures contain blockages or accumulated sediment?	Y N N/A
3.3 - Drainage Structures	4	Are any grates, gates, covers or bolts on drainage structures in need of repair or replacement?	Y N N/A
3.3 S. S	5	Does GI installation include signage? Is it damaged, missing, or faded?	Y N N/A
3.5 - Softscape Surfaces	6	Are any of the following present: litter, debris, grass clippings, leaves, and accumulated sediment?	Y N N/A
3.5 Softsc Surfa	7	Is there evidence of sinkholes or subsidence?	Y N N/A
	8	Is large debris (trash, leaves) present on asphalt surface?	Y N N/A
3 - Permeable Pavements	9	Is sand or excess sediment clogging pores of asphalt?	Y N N/A
	10	Is sand or excess sediment still present after power washing?	Y N N/A
	11	Is system not functioning properly despite routine maintenance?	Y N N/A
3.6 - I Pav	12	Does surface show signs of deterioration, spalling, or other flaws?	Y N N/A
С	13	Is there excess or accumulated salt from paved surfaces in spring? (Refer to any established Winter Vegetation Management procedures)	Y N N/A



Permeable Pavers - Maintenance Checklist

Suggested Frequency: cleaned after the winter
season and every three months thereafter
_
_
_
_

Reference	Item	Maintenance Action	Maintenance Completed ex. Y N N/A
3.1 - General Procedures	1	If signs of pollution are present, attempt to determine the cause and eliminate it. If a persistent or frequent pollution issue occurs, contact the Owner. This could be a sign that pollutants are routinely being introduced into the basin.	
3.1 - (Proc	2	Coordinate with owner/operator; increase protection measures; add signage and/or pet waste stations	
age ures	3	Remove debris from underdrains, pipes, observations ports, cleanouts, outlet control structures	
3.3 - Drainage Structures	4	Repair/replace grates, gates, covers, bolts	
St D	5	Repair or replace broken, missing, or faded signage	
3.5 - Softscape Surfaces	6	Remove trash and debris and properly dispose	
3.5 Softsc Surfa	7	Fill areas of settlement with clean topsoil; if settling occurs beneath structures, pack with a subbase	
	8	Remove large debris from surface before vacuuming	
<u>e</u>	9	Power wash to dislodge trapped particles before vacuuming	
s - Permeable Pavements	10	Use power vacuum sweeper to clear pores; Replace joint material for permeable paver installations	
3 - Pe Pave	11	Test infiltrative capacity and compare to design rate	
3.6 P	12 Repair or replace areas with broken or missing pavers		
	13	Minimize use of salts, do not use sand, use rubber plow blade, do not store snow	

Comments/Follow Up



Green Roofs - Inspection Checklist

Location:	Suggested Frequency: monthly, follow
Approx. Date of Installation:	maintenance recommendations from
••	
Inspector:	manufacturer for modular systems
Date/Time of Inspection:	
Weather Conditions:	
Dovo Singa Lost Bain Events	

Reference	Item	Inspection Question	Observation
3.1 - General Procedures	1	Is there visual evidence of pollutants in the infiltration basin (e.g. oil sheen, odd discoloration, stains, odors, etc.)?	Y N N/A
	2	Are there signs of disturbance by humans or pets, such as compacted soils, displaced rocks, graffiti, or pet waste?	Y N N/A
age es	3	Are the roof drains clogged?	Y N N/A
3.3 - Drainage Structures	4	Is the inlet or outlet structure or other grates or gates damaged, cracked, or deteriorating?	Y N N/A
3.3 St	5	Does GI installation include signage? Is it damaged, missing, or faded?	Y N N/A
	6	Are tree seedlings, weeds, or other invasive plants present?	Y N N/A
uo	7	Does any plant material require fertilization according to design recommendations?	Y N N/A
3.4 - Vegetation	8	Does grass or groundcover contain bare spots or thin areas of grass growth?	Y N N/A
- Veg	9	Do any plants show signs of damage, decay or dead vegetation?	Y N N/A
3.4	10	Do any plants show signs of wilting or distress? (refer to design recommendations for watering, especially newly installed plant material)	Y N N/A
	11	Is there evidence of animal borrows or rodents present? Do any plants show signs of pests or disease? Any signs of mosquitoes?	Y N N/A
e O	12	Is standing water present more than 48 hours after a rain event?	Y N N/A
3.5 - Softscape Surfaces	13	Are any of the following present: litter, debris, grass clippings, leaves, and accumulated sediment?	Y N N/A
5 - Si Sur	14	Are there signs of soil erosion?	Y N N/A
က်	15	Is stormwater not infiltrating within 72 hours despite routine maintenance?	Y N N/A
0)	16	Are irrigation systems present?	Y N N/A
storage	17	Is there evidence of cracking, leaking, or other signs of deterioration of the waterproof membrane?	Y N N/A
3.7 - Rooftop Storage	18	Is there evidence of emergency overflow failing or excess standing water outside green roof system?	Y N N/A
7 - Ro	19	Are established winter management procedures being followed?	Y N N/A
3.7	20	Are systems draining too quickly during a rain event and exceeding the design drain down rate?	Y N N/A



Green Roofs - Maintenance Checklist

Location:		Suggested Frequency: monthly, follow
Approx. D	Date of Installation:	maintenance recommendations from
Inspecto	r:	manufacturer for modular systems
Date/Tim	ne of Inspection:	
Weather	Conditions:	
Days Sind	ce Last Rain Event:	
٥		
Ö		

Reference	Item	Maintenance Action	Maintenance Completed ex. Y N N/A
3.1 - General Procedures	1	If signs of pollution are present, attempt to determine the cause and eliminate it. If a persistent or frequent pollution issue occurs, contact the Owner. This could be a sign that pollutants are routinely being introduced.	
3.1 - (Proc	2	Coordinate with owner/operator; increase protection measures; add signage and/or pet waste stations	
ge res	3	Remove debris or blockages from drain inlets and outlets	
3.3 - Drainage Structures	4	Repair/replace grates, gates, covers, and/or bolts	
Dr. Str	5	Repair or replace broken, missing, or faded signage	
	6	Identify weeds, remove, and dispose; may include volunteer trees; see design recommendations and owner requirements for herbicide application	
ion	7	Apply fertilizer specific to plant material needs and manufacturer recommendations.	
3.4 - Vegetation	8	Spread seed in bare spots based on designer recommendation and/or planting plan	
V - 4	9	Remove dead or damaged plant material and replant new	
e,	10	Water/irrigate newly planted vegetation, follow design recommendations, or specific plant needs/triggers	
	11	Apply insecticide or pesticide as directed by owner or contact professional for pest removal	
- Softscape Surfaces	12	Observe and record amount of time standing water occurs in soils/soft surfaces; compare to design rate	
- Softsca Surfaces	13	Remove trash and debris and properly dispose	
3.5 - Sc Suri	14	Fill eroded area with material according to design specifications or stabilize with erosion control measures	
(7)	15	Loosen/till existing soil or remove and replace with new soil	
4)	16	Service irrigation systems according to manufacturer's recommendation	
oftop Storage	17	Refer to manufacturer's specifications for repair or replacement of waterproof membranes. Contact a qualified roofing company to perform an assessment of larger, extensive roof systems.	
ftop	18	Check roof drains, overflow, scuppers, and gutters to ensure they are draining	
R	19	Break up ice formation around outlets and overflows	
3.7 -	20	Ensure that spigot and other plumbing parts are functioning properly and inspect for leaks; Repair or replace parts as necessary	
Comments/Follow Up			



Blue Roofs - Inspection Checklist

Location:	Suggested Frequ
Approx. Date of Installation:	tenance recomme
Inspector:	for mechanical or
Date/Time of Inspection:	should be designed
Weather Conditions:	in accordance wit
Dave Since Last Rain Events	Codes and Massa

Suggested Frequency: Annual, follow maintenance recommendations from manufacturer for mechanical or treatment systems; blue roof should be designed to draw down within 48 hours in accordance with the International Building Codes and Massachusetts Building Codes

Reference	Item	Inspection Question	Observation
3.1 - General Procedures	1	Is there visual evidence of pollutants (e.g. oil sheen, odd discoloration, stains, odors, etc.)?	Y N N/A
	2	Are there signs of disturbance, such as graffiti, pet waste, or unwanted plant material?	Y N N/A
age es	3	Are the blue roof drains clogged?	Y N N/A
3 - Drainage Structures	4	Is the inlet or outlet structure or other grates or gates damaged, cracked, or deteriorating?	Y N N/A
3.3 St	5	Does GI installation include signage? Is it damaged, missing, or faded?	Y N N/A
	6	Is standing water present more than 48 hours after a rain event?	Y N N/A
3.7 - Rooftop Storage	7	Is there litter, debris, and accumulated sediment within storage area, downspouts or gutter systems?	Y N N/A
	8	Are mosquitoes or evidence of mosquito larvae present?	Y N N/A
	9	Is there evidence of emergency overflow failing or excess standing water outside the blue roof system?	Y N N/A
	10	Are established winter management procedures being followed?	Y N N/A
	11	Are systems draining too quickly during a rain event and exceeding the design drain down rate?	Y N N/A



Blue Roofs - Maintenance Checklist

Inspector Date/Time	ate o : e of l	f Installation:nspection:	Suggested Frequency: Annual, follow maintenance recommendations from manufacturer for mechanical or treatment systems; blue roof should be designed to draw down within 48 hours
Weather C Days Sinc			in accordance with the International Building Codes and Massachusetts Building Codes
Reference	Item	Maintenance Action	Maintenance Completed ex. Y N N/A
3.1 - General Procedures	1	If signs of pollution are present, attempt to determine the cause and eliminate it. If a persistent or frequent pollution issue occurs, contact the Owner. This could be a sign that pollutants are routinely being introduced.	
3.1 - (Proc	2	Coordinate with owner/operator; increase protection measures; add signage and/or pet waste stations	
e e	3	Remove debris or blockages from drain inlets and outlets	
3.3 - Drainage Structures	4	Repair/replace grates, gates, covers, and/or bolts	
Dra	5	Repair or replace broken, missing, or faded signage	
	6	Observe and record amount of time standing water occurs and compare to design rate; Inspect outlets and storage areas for leaf litter, debris, and sediment accumulation	
orage	7	Remove debris and leaf litter and properly dispose	
top Stc	8	Ensure any lids are properly sealed; add larvicide to standing water to prevent mosquitoes from reaching adulthood	
3.7 - Rooftop Storage	9	Check roof drains, overflow, scuppers, and gutters to ensure that they are draining	
3.7	10	Break up ice formation around outlets and overflows	
	11	Ensure that spigot and other plumbing parts are functioning properly and inspect for leaks; Repair or replace parts as necessary	
Comme	ents	/Follow Up	



Cisterns - Inspection Checklist

Location:	Suggested Frequency: Seasonally, follow
Approx. Date of Installation:	maintenance recommendations from
Inspector:	manufacturer for mechanical or treatment
Date/Time of Inspection:	systems
Weather Conditions:	
Days Since Last Rain Event:	_

Reference	Item	Inspection Question	Observation
3.1 - General Procedures	1	Is there visual evidence of pollutants (e.g. oil sheen, odd discoloration, stains, odors, etc.)?	Y N N/A
	2	Are there signs of disturbance by humans or pets, such as graffiti or pet waste?	Y N N/A
3 - nage tures	3	Is the downspout, roof connection, or outlet structure cracked or deteriorating?	Y N N/A
3.3 - Drainage Structures	4	Does GI installation include signage? Is it damaged, missing, or faded?	Y N N/A
	5	Are mosquitoes or evidence of mosquito larvae present?	Y N N/A
	6	Is there evidence of an emergency overflow failing or excess standing water outside the system?	Y N N/A
Φ	7	Are established winter management procedures being followed?	Y N N/A
3.7 - Rooftop Storage	8	Are accessories, such as rain diverters, soaker hoses, linking kits, or gutters properly connected?	Y N N/A
	9	Are pumps and mechanical systems functioning properly?	Y N N/A
	10	Are spigot and other plumbing parts functioning properly?	Y N N/A
	11	Is cistern leaning or has the foundation shifted?	Y N N/A
	12	Is there dust, grime, or other residue on the outside of the cistern?	Y N N/A
	13	Is litter, debris, or accumulated sediment present within the cistern?	Y N N/A



Cisterns - Maintenance Checklist

ocation:	Suggested Frequency: Seasonally, follow
Approx. Date of Installation:	maintenance recommendations from
nspector:	manufacturer for mechanical or treatment
Date/Time of Inspection:	systems
Neather Conditions:	<u> </u>
Days Since Last Rain Event:	

Reference	Item	Maintenance Action	Maintenance Completed ex. Y N N/A
3.1 - General Procedures	1	If signs of pollution are present, attempt to determine the cause and eliminate it. If a persistent or frequent pollution issue occurs, contact the Owner. This could be a sign that pollutants are routinely being introduced.	
	2	Coordinate with owner/operator; increase protection measures; add signage and/or pet waste stations	
3.3 - Drainage Structures	3	Repair or replace as necessary	
	4	Repair or replace broken, missing, or faded signage	
	5	Ensure lid is properly sealed; add larvicide to standing water to prevent mosquitoes from reaching adulthood	
	6	Check roof drains, overflow, scuppers, and gutters to ensure that they are draining	
3.7 - Rooftop Storage	7	In winter: Drain all remaining water prior to first freeze; disinfect and rinse using approved non-toxic disinfectant; remove remaining water and sediment using vacuum cleaning; keep overflow spigot valve open all winter to prevent water storage and allow for draining; In spring: Check for winter damage and close overflow spigot	
oftop	8	Secure connections	
Roc	9	Service mechanical systems according to manufacturer's recommendation	
3.7	10	Repair or replace as necessary	
	11	Level and stabilize the foundation and cistern	
	12	Wipe outside of cistern	
	13	Remove litter, debris, and accumulated sediment by vacuum; flush out any debris in bottom of cistern with a hose	
Commo	ents,	/Follow Up	