



# Stormwater Facility Maintenance Summary Form

Inspection Date: \_\_\_\_\_ HOA/Site Name: \_\_\_\_\_

Site Number (IDN): \_\_\_\_\_ Visit [olympiawa.gov/pss](http://olympiawa.gov/pss) to learn how to access this number.

## Contact Information:

Name of person completing this form: \_\_\_\_\_

Association with company/HOA: \_\_\_\_\_

Phone/Cell#: \_\_\_\_\_

Email: \_\_\_\_\_

## Contractor Information:

Name: \_\_\_\_\_ Phone/Cell #: \_\_\_\_\_

License#: \_\_\_\_\_ Email: \_\_\_\_\_

## Instructions:

Complete this form annually (*including checklists, invoices and any photos*) and **return by August 31.**

Visit the City webpage at [olympiawa.gov/pss](http://olympiawa.gov/pss) for additional information:

- Stormwater Maintenance Checklist
- Stormwater Inspection & Maintenance Training (Free)
- Stormwater System Map

There are two ways to return your form:

**Return by mail:** City of Olympia  
Attn. Environmental Services  
PO Box 1967  
Olympia, WA 98507-1967

**Return by Email:** [swmaintenance@ci.olympia.wa.us](mailto:swmaintenance@ci.olympia.wa.us)



# Stormwater Facility Maintenance Stormwater Table

Fill out sections applicable to your system

Catch Basins, Maintenance Holes and Control Structures	Date Maintenance Completed: _____		
Number of catch basins inspected: _____ Control structure type(s): _____	Okay	Needs Work	Not Present
Access to structure			
Structure sound			
Drains after a 48 hour dry period			
Clear of contamination, pollution or debris			
Inlets/outlets free of obstructions			
Clear of sediment (not to exceed 1/3 of the sump depth)			
Number of Control Structures _____			
Overflow clear of obstruction			
Orifice/Gate functioning			

  

Underground Vaults, Treatment Vaults, Tanks and Galleries	Date Maintenance Completed: _____		
Number Inspected: _____ Types: _____	Okay	Needs Work	Not Present
Access to clean outs/structure			
Structure sound			
Clear of contamination, pollution or debris			
Inlets/outlets free of obstructions			
Complete checklist in O&M manual			
Drains after a 48 hour dry period			
<b>For Detention Vaults:</b>			
Less than 4 inches of sediment			
<b>For Infiltration Vaults:</b>			
No sediment/perforations clear			
<b>For Treatment Vaults:</b>			
Sediment in vaults must be less than 4 inches			
High sediment water line in vault at or above filter height			
Sediment on filters must be less than ¼ inch			
Filter media clean			
Date filters last changed: _____			



# Stormwater Facility Maintenance Stormwater Table

*Fill out sections applicable to your system*

Ponds	Date Maintenance Completed:		
Number Inspected: _____	Okay	Needs Work	Not Present
Free of overgrown vegetation, noxious and invasive plants			
Free of trees growing in bottom and slopes of pond			
Inlet/outlet pipes clear of excess sediment/vegetation/trash			
Sediment level less than 10% of design depth			
Energy dissipaters free of erosion and sediment			
Clear of trash/yard waste			
Access/signage/fence/security			
Debris barriers secure, free of obstructions			
Free of animal/insect damage			
<b>For Wet Ponds:</b>			
No exposed liners, holes or bubbles			
Less than 25% cattails			
<b>For Infiltration or Dry Ponds:</b>			
Drains after a 48 hour dry period			

Swales, Ditches, Conveyance, Bioretention	Date Maintenance Completed:		
Number Inspected: _____	Okay	Needs Work	Not Present
Inlet/outlet pipes clear of excess sediment/vegetation/trash			
Maintained overgrown vegetation, removed noxious and invasive plants			
Sediment buildup less than 2 inches, bottom free of erosion			
No ponding during dry periods			
Debris barriers secure, structurally sound, free of debris/obstruction			
Access to underdrain (if applicable)			
<b>For Bioretention:</b>			
Health of plants			
Irrigation system (if applicable)			
Media functioning, not compacted			
Maintain mulch cover			
Check dams (if applicable)			
Overflow weirs (if applicable)			
Flow control orifices (if applicable)			

Comments: