

INSPECTION & MAINTENANCE REPORT for Private Stormwater Quality Facilities

SITE INFORMATION:

Site Address:	PWQFMA #:	
Map & Tax Lot(s):	Utility Account Number:	
APPLICANT:		

RESPONSIBLE PARTY FOR MAINTENANCE (check one):					
Homeowners Assoc.	Property Mgmt. Co.	Property Owner	 Tenant	Other:	
Contact Name:		Company	:		
Mailing address:			Zip:		
Phone(s):		Email:			

INSTRUCTIONS

- Retain a copy of this form and maintenance log for a minimum of 3 years.
- Complete and submit this form to the Public Works Stormwater Division by **December 31st of each year**. Submit a separate O&M log sheet for **each** type of facility. Attach additional pages if necessary.

Step 1: List the type of facility and date of inspection with your findings.

Date of Inspection	Stormwater Facility	Findings

Operations and Maintenance Log

Step 2: List the dates of maintenance performed, type of work, and any applicable notes.

Type of Facility:

Type of	Type of Facility:						
		Type of Work Performed			ned		
Date	Work Performed By	Sediment and Trash Removal	Plant Replacement: type, location	Structural Repairs: type, location	Other	Notes	Initials