



Submit report to:
 City of Richmond Stormwater Utility
 730 East Broad St., 6th Floor
 Richmond, VA 23219
 Attn: Credit Applications

City of Richmond Stormwater Utility
Annual BMP Operation & Maintenance Inspection for Bioretention
 Due Every August 1st

| | |
|--|---|
| Owner Name: | |
| Property Address: Street: City: Zip code: | |
| Date BMP placed in service: | |
| Site plan/permit number: | As-built plans available: Y N |
| Date of Inspection: | Date of Last Inspection: |
| Phone Number: | Email address: |

Check all that apply: Type of Infiltration: Basin Trench Permeable Pavement

Facility Location:

- Surface
- Underground

Hydraulic configuration:

- On-line facility
- Off-line facility

Filtration Media:

- No filtration media (e.g. dry well)
- Sand
- Bioretention soil
- Peat
- Other:

Type of Pretreatment:

- Sediment forebay (above ground)
- Check dam
- Grass channel
- Grass filter strip
- Stone diaphragm
- Other:
- None

Checklist—Virginia Stormwater Management Handbook, chapter 9

| BMP Element | Frequency | Problem | Yes or No? | Corrective Action |
|----------------------------|-----------|---|------------|-------------------|
| Contributing Drainage Area | On-going | Excessive trash/debris | | |
| | | Bare exposed soil | | |
| | | Evidence of erosion | | |
| | | Excessive landscape waste/yard clippings | | |
| Pretreatment | On-going | Maintenance access to pretreatment facility | | |
| | | Excessive trash/debris/sediment | | |
| | | Evidence of clogging | | |
| | | Dead vegetation, exposed soil | | |
| | | Evidence of erosion | | |
| | | Evidence of standing water: ponding, noticeable odors, water stains, presence of algae or floating aquatic vegetation | | |

Checklist—Virginia Stormwater Management Handbook, chapter 9

| BMP Element | Frequency | Problem | Yes or No? | Corrective Action |
|-------------------------------|-----------------------------|--|------------|---|
| Inlets | On-going | Inlets provide stable conveyance into facility | | |
| | | Presence of invasive species/weeds | | |
| | | Dead vegetation/exposed soil | | |
| Filter media | Annually | Filter media is too low, compacted, or the composition is inconsistent with design specifications | | Amend media to contain 85-88% sand, 8-12% soil fines, 3-5% organic matter in form of leaf compost |
| | | Mulch is older than 3 years or in poor condition | | Mulch shall be removed and replaced every 2-3 years. |
| | | Chemicals, fertilizer and/or oil are present | | No dumping of yard wastes into practice. Remove oil/grease from practice immediately. |
| | | Sediments are greater than 20% of design depth | | Check plant health, manually remove sediment immediately without damaging plants. |
| | | Exposed/bare soil | | Backfill with soil, reseed, and protect area until vegetation is reestablished |
| | | Topsoil is in poor condition, the pH level is not 6-7, the composition is inappropriate | | 3 inch surface depth of loamy sand or sandy loam texture, with less than 5% clay content, and organic matter content of at least 2%. If the pH is less than 6.5, spread limestone over the practice |
| | | Filter bed is blocked and/or filled inappropriately | | Redistribute soil substrate and remove sediments within two weeks. |
| Under-drain/pea gravel filter | Every 3-5 years | Perforated pipe is not delivering conveyances as designed | | Check if pipe is clogged with debris or woody roots have pierced it. Manually clear out or replace pipe immediately. |
| | | Evidence of standing water. Does not dewater between storms. Water ponds on the surface of basin for more than 48 hours after an event | | This is an indication that underlying soil interface is clogged. This should be promptly investigated and addressed |
| Outlet/overflow spillway | Annually/after major storms | Evidence of blockage | | Determine source of debris and promptly address |
| | | Litter is present within the practice | | Remove immediately. Maintain contributing areas free of litter. |
| Outlet | On-going | Outlets provide stable conveyance out of facility | | |
| | | Excessive trash/debris/sediment accumulation at inlet | | |
| | | Evidence of erosion at/around inlet | | |
| Overall | On-going | Maintenance access to facility | | |
| | | Condition of structural components | | |
| | | Condition of hydraulic control components | | |

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|-------------|-----------|---|------------|-------------------|
| Overall | On-going | Excessive trash/debris/sediment | | |
| | | Evidence of erosion | | |
| | | Evidence of oil/chemical accumulation | | |
| | | Evidence of standing water: ponding, noticeable odors, water stains, presence of algae or floating aquatic vegetation | | |
| | | Complaints from local residents | | |
| | | Mosquito proliferation | | |
| | | Encroachment on facility or easement by buildings or other structures | | |

Warning: If any bioretention facility component has a watertight cover—be careful regarding the possibility of flammable gasses within the facility. Care should be taken lighting a match or smoking while inspecting facilities that are not vented. If the bioretention facility is in a completely enclosed vault the **OSHA Confined Space Entry** procedures must be followed.

A customized maintenance schedule must be prepared for each bioretention facility, since the maintenance tasks will differ depending on the scale of bioretention, the landscaping template chosen, and the nature of the surface cover. The above is a general guideline only.