

**PRIVATE DRAINAGE FACILITY
INSPECTION CHECKLIST**

Property Name: _____

Property Address: _____
(Please note any name and address changes on Page 3 of this Checklist)

Inspection Person(s): _____ Date: _____

I-Checklist

Instructions for property owner/manager or maintenance vendor:

1. Refer to the Drainage Maintenance Standards booklet on our website (see component definitions) and individual site plan (see stamped check box) to determine which facility type and components you have on your property. (On the site plan, "CB" refers to catch basin, "CI" to curb inlet, "MH" to manhole, and "CMH" to control manhole.)
2. Within the appropriate facility type section check "yes" or "no" indicating whether you have each facility component on your property (i.e. Type II catch basin, pipe, etc.).
3. Inspect each component for defects (refer to Drainage Maintenance Standards booklet and "Tips" sheet.)
4. In the "Meets Standard or Defects" column, list the applicable defect number (A.1, A.2, etc.) from the Drainage Maintenance Standards booklet or write "Meets Standard" if the component meets the standard **at the time of the inspection**. (NOTE: If there is more than one component for a facility type, list each component by its number on the site plan (CB-1, CB-2, etc.) along with the defect number. You need only list the components with defects in this case.) Use the back page of the form or add a separate sheet if necessary.
5. Perform maintenance on all defective facility components to bring them to the appropriate standard.
6. Check off that work has been completed and the date completed.

Facility Type	Component (See standards booklet)	Yes/No	"Meets Standard" Or Defect Number	Work Completed √	Date
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Retention/Detention (R/D)					
1. R/D Pond (Including Infiltration) <i>Definition:</i> Natural or manmade depression used to store runoff. May be enclosed by a fence. Fills when storm events occur. May not have visible inlet/outlet. May Drain by Infiltration only (soak into the soil)	A. Type I Catch Basin (Inlet)				
	B. Type II Catch Basin (Control Manhole)				
	C. Flow Restrictor (located in Control Manhole)				
	D. Debris Barrier				
	E. Energy Dissipater				
	F. Pipe/culvert				
	H. Fencing (Including Gate)				
	I. Access Road				
	J. Retention/Detention Ponds				
	2. R/D Tank <i>Definition:</i> Underground large-diameter pipe used to store runoff. Usually has access at both ends. Larger ones may have intermediate accesses through Type II catch basin(s)/manhole. Visible access may be through 36" diameter reducer.	A. Type I Catch Basin (Inlet)			
B. Type II Catch Basin (Control Manhole)					
C. Flow Restrictor (located in Control Manhole)					
D. Debris Barrier					
E. Energy Dissipater					
F. Pipe/culvert					
G. Ditch					
I. Access Road					
K. Retention/Detention Tanks					

Facility Type

Component (See standards booklet)

Yes/No "Meets Standard"
Or Defect Number

Work Completed
√ Date

Retention/Detention (R/D) – Continued						
3. R/D Vault <i>Definition:</i> Underground runoff storage area. Concrete precast or poured in place. Usually, access in corners and is normally a large scale storage facility	B. Type II Catch Basin (Control Manhole)					
	C. Flow Restrictor (located in Control Manhole)					
	D. Debris Barrier					
	E. Energy Dissipater					
	I. Access Road					
	L. Retention/Detention Vaults					
4. Conveyance <i>Definition:</i> Culverts, pipes, ditches, catch basins, and manholes that pick up and convey runoff from buildings and parking areas to one of the above R/D facilities.	A. Type I Catch Basin (Inlet)					
	B. Type II Catch Basin (Control Manhole)					
	D. Debris Barrier					
	E. Energy Dissipater					
	F. Pipe/culvert					
	G. Ditch					
	S. Filter Strips					
	T. Sand Filters					
Water Quality						
5. Wet Vault <i>Definition:</i> Underground water storage area, concrete precast or poured in place, that removes pollutants from runoff through settling action. Usually has access in corners. Will always have standing water and usually has divider plates	B. Type II Catch Basin (Control Manhole)					
	C. Flow Restrictor (located in Control Manhole)					
	D. Debris Barrier					
	E. Energy Dissipater					
	H. Fencing (Including Gate)					
	I. Access Road					
	M. Wet Vaults					
6. Bioswale <i>Definition:</i> Broad open channel that is lined with grass vegetation, which acts as a filter to remove pollutants from runoff. Usually trapezoidal with flat bottom.	G. Ditch					
	N. Biofiltration Swales/Biofilters					
	R. Wet Biofiltration Swale					
	U. Bioretention					
7. Wet pond <i>Definition:</i> Natural or manmade depression; may be enclosed by a fence. Similar to a retention/detention pond. Multi-celled, with continually standing water. Removes pollutants from runoff through settling action. If a combined retention/detention and wet pond, water level will fluctuate during storm events.	A. Type I Catch Basin (Inlet)					
	B. Type II Catch Basin (Control Manhole)					
	C. Flow Restrictor (located in Control Manhole)					
	D. Debris Barrier					
	E. Energy Dissipater					
	F. Pipe					
	H. Fencing (Including Gate)					
	I. Access Road					
	O. Wet Ponds					
8. Infiltration (not including ponds) <i>Definition:</i> Underground perforated pipe, tank, or vault system that allows runoff to percolate back into surrounding soil. Some may have associated Type I Catch Basins, Type II Catch Basins (Manholes), or elements to facilitate inspection and cleaning. Many are enclosed without access and are only	A. Type I Catch Basin (Inlet)					
	B. Type II Catch Basin (Control Manhole)					
	C. Flow Restrictor (located in Control Manhole)					
	D. Debris Barrier					
	E. Energy Dissipater					
	F. Pipe					
	G. Ditch					
	I. Access Road					
	Q. Infiltration					
	U. Bioretention					
V. Permeable Pavement						

evaluated by looking for surrounding flooding or erosion problems; may be labeled as "drywell" or "sump".						
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II- Certification

I, the undersigned, do hereby certify under penalty of perjury, that the inspection has been performed, the materials have been furnished, the services rendered, and/or the labor performed as deemed necessary from the inspection to meet City of Port Orchard standards and as indicated above.

Signature (Owner/Managing Agent)

Service Contractor Name

Printed Name

Representative's Signature

Phone Number

Phone Number

E-mail Address

E-mail Address

Date

Date

PLEASE PROVIDE AN EMAIL ADDRESS: _____

PLEASE NOTE ANY CHANGES IN OWNERSHIP/MANAGING AGENT OR COMMENTS IN THE SPACE PROVIDED BELOW:

Mail, email or deliver all pages of this form to:

Please return by the end of December

Public Works Department
 Attn: Stormwater Manager
 City of Port Orchard
 216 Prospect Street
 Port Orchard, WA 98366
publicworks@cityofportorchard.us