

SUBMIT CHECKLIST AND PHOTO DOCUMENTATION TO STORMWATER@BURLINGAME.ORG OR BY MAIL TO ADDRESS BELOW



City of Burlingame
 Public Works Department
 501 Primrose Road
 Burlingame, CA 94010
 stormwater@burlingame.org

Bioretention Area Operation and Maintenance Inspection Report

Date of Inspection: _____ Property Address: _____

Name of person to contact regarding this report: _____ Phone: _____

Email: _____ Property Owner Site Manager Contractor Other: _____

Issue	Conditions When Maintenance Is Needed	Conditions Present? (Yes/No)	Comments (Describe maintenance action taken including date completed or if maintenance was not conducted, note when it is scheduled to be done)	Expected Results When Maintenance Is Performed
1. Standing Water	When water stands in the bioretention area between storms and does not drain within five days after rainfall.			There should be no areas of standing water once inflow has ceased. Any of the following may apply: sediment or trash blockages removed, improved grade from head to foot of bioretention area, or added underdrains.
2. Mosquitos present*	Evidence of mosquito or mosquito larvae in bioretention area.			No signs of mosquito or mosquito larvae.
3. Trash and Debris Accumulation	Trash and debris accumulated in the bioretention area.			Trash and debris removed from bioretention area and disposed of properly.
4. Sediment	Evidence of sedimentation in bioretention area.			Material removed so that there is no clogging or blockage. Material is disposed of properly.
5. Erosion	Channels have formed around inlets, there are areas of bare soil, and/or other evidence of erosion.			Obstructions and sediment removed so that water flows freely and disperses over a wide area. Obstructions and sediment are disposed of properly.

Issue	Conditions When Maintenance Is Needed	Conditions Present? (Yes/No)	Comments (Describe maintenance action taken including date completed or if maintenance was not conducted, note when it is scheduled to be done)	Expected Results When Maintenance Is Performed
6. Vegetation	Vegetation is dead, diseased and/or overgrown.			Vegetation is healthy and attractive in appearance.
7. Mulch	Mulch is missing or patchy in appearance. Areas of bare earth are exposed, or mulch layer is less than 3 inches in depth.			All bare earth is covered, except mulch is kept 6 inches away from trunks of trees and shrubs. Mulch is even in appearance, at a depth of 3 inches.
8. Miscellaneous	Any condition not covered above that needs attention in order for the bioretention area to function as designed.			Meet the design specifications.

*If mosquitos or mosquito larvae are observed, please contact the San Mateo County Mosquito & Vector Control District at 650-344-8592 or info@smcmvcd.org.

Photo Documentation

Please submit photos showing the current conditions of the bioretention area.

Photos are included in a separate page or Photos will be sent separately via email

Certification Statement

I hereby certify that the information presented in this report is true and complete to the best of my knowledge:

Signature of Property Owner or Other Responsible Party

Print Name

Date