

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

## Flow-Through Planter 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. Vegetation	Vegetation is dead, diseased and/or overgrown.			Vegetation is healthy and attractive in appearance.
2. Soil	Soil too deep or too shallow.			Soil is at proper depth (per soil specifications) for optimum filtration and flow.
3. 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.
4. Trash, sediment, and debris accumulation	Sediment, trash and debris accumulated in the flow-through planter. Planter does not drain as specified.			Sediment, trash and debris removed from flow-through planter and disposed of properly. Planter drains within 3-4 hours.
5. Clogs	Soil too deep or too shallow. Sediment, trash and debris accumulated in the flow-through planter. Planter does not drain within five days after rainfall.			Planter drains per design specifications.

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. Downspouts and sheet flow	Flow to planter is impeded. Downspouts are clogged or pipes are damaged. Splash blocks and rocks in need of repair, replacement or replenishment.			Downspouts and sheet flow is conveyed efficiently to the planter.
7. Overflow pipe	Does not safely convey excess flows to storm drain. Piping damaged or disconnected.			Overflow pipe conveys excess flow to storm drain efficiently.
8. Structural soundness	Planter is cracked, leaking or falling apart.			Cracks and leaks are repaired and planter is structurally sound.
9. Miscellaneous	Any condition not covered above that needs attention in order for the flow-through planter to function as designed.			Meet the design specifications.

### 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