

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

## Green Roof 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. If ponding occurs, the following actions may help: remove sediment or trash blockages or improve grade where runoff enters green roof. |
| 2. Leaf and/or debris accumulation             | Leaf and/or debris accumulated in the green roof.   |                              |   | Leaves and/or debris must be removed from green roof and disposed of properly.  |
| 3. Sediment accumulation                       | Evidence of sedimentation in green roof.  |                              |   | Material removed so that there is no clogging or blockage. Material is disposed of properly.  |
| 4. Soil 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.  |
| 5. Unhealthy and/or sparse vegetation coverage | Dead, dying, or missing vegetation observed. Green roof is less than 90% covered due to bare spots.           |                              |   | Vegetation is thriving with healthy plant coverage in the green roof.   |

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|---|--|------------------------------|---|---|
| 6. Excessive weed growth                                    | Noxious and invasive weeds that cover 25% or more of the green roof surface.   |                              |   | No weed growth observed.  |
| 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. Waterproofing or flashing damage – interior leaks        | Interior leaks are detected, extending ponding present, or overflow has been blocked.  |                              |   | No leaks present.   |
| 9. Irrigation system damaged, leaking, or out of adjustment | Damaged or leaking irrigation systems that create ponding water or wet spots during dry periods. Additionally, malfunctioning irrigation systems can under-water plants. |                              |   | Irrigation system functions as designed, no leaks observed, and has not been moved/tampered with.   |
| 10. Mosquitos present*                                      | Evidence of mosquito or mosquito larvae in bioretention area.  |                              |   | No signs of mosquito or mosquito larvae.  |
| 11. Miscellaneous   | Any condition not covered above that needs attention in order for the green roof 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