

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

Infiltration Trench 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 infiltration trench between storms and does not drain within 5 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 infiltration trench, removed clogging at check dams, or added underdrains.
2. Trash and debris accumulation	Trash and debris accumulated in the infiltration trench.			Trash and debris removed from infiltration trench and disposed of properly.
3. Sediment	Evidence of sedimentation in trench. Less than 50% storage volume remaining in sediment traps, forebays or pretreatment swales.			Material removed and disposed of properly so that there is no clogging or blockage.
4. Inlet/outlet	Inlet/outlet areas clogged with sediment or debris, and/or eroded.			Material removed and disposed of properly so that there is no clogging or blockage in the inlet and outlet areas.
5. Overflow spillway	Clogged with sediment or debris, and/or eroded.			Material removed and disposed of properly so that there is no clogging or blockage, and trench is restored to design condition.
6. Filter fabric	Annual inspection, by removing a small section of the top layer, shows sediment accumulation that may lead to trench failure.			Replace filter fabric, as needed, to restore infiltration trench to design condition.

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7. Observation well	Routine monitoring of observation well indicates that trench is not draining within specified time or observation well cap is missing.			Restore trench to design conditions. Observation well cap is sealed.
8. Miscellaneous	Any condition not covered above that needs attention in order for the infiltration trench 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