

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

## Proprietary Vault 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. Unpleasant odors	Unpleasant odors as a result of accumulated bacteria, decaying organic material, or trash inside the vault.			No unpleasant odors are present.
2. Access lid or hatch damaged / not operable / not accessible	Vault is inaccessible for any reason.			Access lid to vault is operable and undamaged.
3. Water in vault during dry season / extended drawdown time of more than 48 hours	Ponded water resulting from extended drawdown times beyond 48 hours.			No ponding water is present for more than 48 hours.
4. Trash, debris, or sediment accumulation within the vault	Clogged outflow structures due to accumulated trash, debris, or sediment.			Trash, debris, and sediment are removed from the vault.
5. Visible contaminants / pollution on interior vault surfaces or in sump	Visible surface contaminants and pollution.			No visible surface contaminants and pollution.
6. Pretreatment device damaged or bypassed / offline	Pretreatment device is clogged with debris and sediment.			Pretreatment device is free of debris and sediment, and is working properly.
7. Sediment build-up in pretreatment device / device clogged	Sediment accumulation in pretreatment devices.			No signs of sediment in pretreatment device.
8. Inlet, outlet, and/or emergency overflow blockage	Trash and debris is present and is causing blockages at the inlet and outlet points, or at the overflow structure of vault.			Drain inlet, outlet, and/or overflow is clear of trash and debris, allowing water to flow freely.

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9. Piping, valves, vents, or baffles damaged	Damaged or inoperable inlet and outlet piping, vent pipes and cleanouts, or baffles which separate floating and settled debris.			Outlet piping, vent pipes, cleanouts, and baffles are undamaged and are functioning properly.
10. Access ladders or steps damaged or missing	Damaged or missing access ladders or vault steps.			Access ladders or steps are in good condition.
11. Structural damage to vault or major components	Minor damage to structural components, such as walls, floors, baffles, and lids.			No structural damage to vault or major components.
12. Unauthorized modifications	Unauthorized modifications consist of any changes to a vault that deviate from the approved construction documents.			No unauthorized modifications to vault. Vault is consistent to device specifications.
13. Mosquitos / larvae* observed inside vault	Ponded water resulting from extended drawdown time beyond 48 hours.			No mosquitos or mosquito larvae inside vault.

\*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