

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

Tree Well Filter 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. Planting mix	Planting mix too deep or too shallow.			Planting mix is at proper depth 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 and debris accumulation	Trash and debris accumulated in the tree well filter. Filter does not drain as specified.			Trash and debris removed from tree well filter and disposed of properly. Filter drains per design specifications.
5. Sediment	Evidence of sedimentation in tree well filter.			Material removed so that there is no clogging or blockage. Sediment is disposed of properly.
6. Standing water	When water stands in the tree well filter 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, overflow pipe repaired.
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. Miscellaneous	Any condition not covered above that needs attention in order for the tree well filter 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