**[Organization Name]**

**OPERATION & MAINTENANCE PLAN**

**FOR**

**[PROJECT NAME]**

**Inspection Schedule**

By December 31st of each year following final completion of the Project, the [Organization] must prepare and submit to MWRDGC a report using the inspection form attached to this Operation & Maintenance (O&M) Plan detailing its annual inspection, signed by the head of the department responsible for maintenance duties. The report must also include clear photographs that show the condition of the entire Project area. For the first three years, MWRDGC and the [Organization] will conduct joint annual inspections. Beginning in the fourth year and continuing through the required maintenance cycle indicated in the IGA, the [Organization] will conduct solo inspections to ensure the work as described in this O&M Plan is being properly conducted.

**Bioswale, Rain Garden, and Bioretention O&M Plan**

The minimum O&M requirements outlined in this document shall be incorporated into the [Organization]‘s inspection and maintenance regimen and shall contain specific information for each Best Management Practice (BMP). Upon completion of project construction, the following O&M procedures shall take effect and be conducted per the terms of the IGA from the date that construction was completed.

1. Drainage structures and flow restrictors must be inspected and cleaned annually.
	1. Bioretention basins, stormwater structures, and cleanouts are designed so that the structure is accessible for inspection and maintenance.
	2. Inspect drainage and stormwater structures for sedimentation and debris.
	3. Repair structures or equipment that show signs of excessive wear or damage.
2. The BMPs shall be inspected after rainfall events exceeding 1.5 inches.
	1. If ponding is observed, inspect cleanouts to determine if the underdrain or downstream storm line are clogged. If no water is standing in the cleanouts, the bioretention surface may be clogged and in need of more extensive maintenance.
3. The Owner shall keep records of all inspections and significant maintenance activities.
4. Vegetation shall be maintained on a regular basis.
	1. Perform weeding regularly during the first three years after project construction to ensure proper plant establishment and as necessary after establishment has been achieved. Note that chemical applications for weed control are not acceptable due to groundwater infiltration.
	2. Water plants 2 to 3 times per week during first growing season and during dry periods after first growing season.
	3. Mow and trim vegetation.
	4. Re-seed and/or replant bare areas in accordance with project plans and specifications; install appropriate erosion control measures when native soil is exposed or erosion channels are forming.
	5. Re-mulch void areas.
	6. Remove, as needed, matted organic debris and other miscellaneous litter that prevents movement of water into the soil.
	7. Remove litter and debris.
5. Pest control measures may be implemented as necessary to address curb insect and rodent degradation of the BMP. Broadcast spraying of non-selective pesticides shall be avoided and used only as a last resort.
6. Signage and fencing shall be installed and maintained where necessary to protect property and the public.

**Sign-off by Director of Public Works or equivalent:**

I attest that I have reviewed this plan and can commit the necessary resources towards implementing it.

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Printed name Title Signature Date

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| **Inspection Log for Rain Garden/Bioretention Area** |
| * Refer to the “[Organization]’s Operation & Maintenance Plan for [Project Name]” for detailed requirements.
* Inspection of the rain garden, bioswale, or bioretention area is required at least once per year and after significant rainfall events exceeding 1.5 inches.
* Fill out one form for each rain garden/bioswale/bioretention area inspected.
 |
| **Inspector:****Date: Time:****Time Since Last Rain Event, Rainfall Depth:** | **Project #:****Project Name:** |
| **Rain Garden/Bioretention Area:****General Site Conditions:** |
| **Inspection Items** | **Satisfactory (S) or Unsatisfactory (U)** | **Comments/Corrective Action, Issue Location** |
| **Vegetation** |
| For mulched area: complete coverage of hardwood mulch |  |  |
| For seeded or non-mulched area: 90% cover vegetated. |  |  |
| No more than 25% cover of invasive or weedy species |  |  |
| All disturbed areas stabilized against erosion |  |  |
| **Surface Infiltration** |
| No accumulation of sediment or debris or signs of sedimentation at inflow areas |  |  |
| No water ponding 24 hours following rain event |  |  |
| Check for signs of snow piling over winter |  |  |
| **Drainage Structure and Cleanouts Inspection (if equipped)**  |
| No evidence of blockage |  |  |
| Good condition without need for repair: no sedimentation, blockage, or erosion |  |  |
| Observation wells show water has drained within 72 hours following rain event |  |  |
| **Signage** |
| Educational signage is present and in good condition |  |  |
| **Additional Comments, Recommendations:** |