

DRAFT

**Stormwater Treatment Facilities
Operation and Maintenance Plan**

[Name of Project]

[date]

This template is to be used in conjunction with the instructions, criteria, and minimum requirements in the Bay Area Stormwater Management Agencies Association's (BASMAA's) *Post-Construction Manual*.

Check www.basmaa.org for new information and updates to the *Post-Construction Manual* and this template.

[Name of Owner]
[Owner's Representative and Contact Information]

prepared by:

[Preparer's Name]
[Preparer's Contact Information]

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This Stormwater Facilities Operation and Maintenance Plan was prepared using the template dated May 8, 2014.

I. Introduction

I.A. Project Description

[Summarize the development project, types of facilities, dates of construction]

II. Designation of Responsible Individuals

II.A. Designated Contact for Operation and Maintenance

[name, title or position]

[address]

[telephone and email]

II.B. Off-Hours or Emergency Contact

[name, title or position]

[address]

[telephone and email]

II.C. Corporate Officer (authorized to execute agreements with the City, Town, or County)

[name, title or position]

[address]

[telephone and email]

II.D. Initial Training of Responsible Individuals

[Describe the methods and schedule of initial training for staff or contractors regarding the purpose, mode of operation, and maintenance requirements for the facilities.]

III. Facilities to be Maintained

III.A. Facility Descriptions

[List and describe the stormwater treatment and hydromodification management facilities installed as part of the project. Use the information in the project Stormwater Control Plan, and update the information with any changes that occurred during project review, final design, and construction.]

III.B. Facility Locations and Tributary Drainage Areas

[Attach Figures from the Stormwater Control Plan showing the Drainage Management Areas on the site and the locations of bioretention and/or other stormwater treatment and hydromodification management facilities]

[Attach tabulation of Drainage Management Areas and calculations from the Stormwater Control Plan]

III.C. Facility Construction Details

[Describe, reference, and attach plans, elevations and details of the bioretention facilities as shown in the construction documents.]

[Describe details of construction and specifications of materials]

[Note native soils encountered, particularly those below each facility]

[Note details of connections to off-site discharge]

[Attach As-Built Drawings to Final O&M Plan]

IV. Schedule of Maintenance Activities

IV.A. Routine Activities

[Examples: Routine policing for trash, checking that inlets are not blocked by vegetation or debris, checking irrigation system, weeding, graffiti removal.]

IV.B. Following Significant Rain Events

[Examples: Observe facility to confirm it drains rapidly and completely; check inlets and outlets for accumulation of debris; check and repair any movement of mulch or sand/compost mix.]

IV.C. Annual Maintenance

[Examples: Cut back vegetation, replace plants as needed, add mulch if needed]