Appendix N Operations and Maintenance Manual Template



Stormwater Management Facility Operation and Maintenance (O&M) Manual

for

Insert Development Name

Located at:

Insert Site Location/Address/contact information

Prepared for:

Insert Developer Name, Address and Phone #

Prepared by:

Insert Name, Company Name, Address and Phone #

Stormwater Management Facility Operation and Maintenance (O&M) Manual

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Stormwater Management Facility Operation and Maintenance (O&M) Manual

I Contact Information

Owner	
Phone	
Email	
Maintenance Responsible Party:	
Phone	
Email	
Emergency Contact	
Phone	
Email	
City of Dadmand Starmwater Inspections 405 556	2025

City of Redmond, Stormwater Inspection: 425.556.2825

The above contact information shall be updated any time that the information changes. Notify the City of Redmond Division of Natural Resources Stormwater Inspector, with this information within 30 days of changes.

II Compliance with Redmond Municipal Code

In accordance with Redmond Municipal Code 13.06, all property owners are responsible for ensuring that stormwater facilities installed on their property are properly maintained and that they function as designed. The maintenance responsibility for a stormwater facility may be designated on the subdivision plat, the site development plan, and/or within a maintenance agreement for the property. Property owners should be aware of their responsibilities regarding stormwater facility maintenance. Maintenance agreement(s) associated with this property are provided in Appendix A.

III. Maintenance

Maintenance Manuals shall be transferred with the ownership of the property, including from the developer to the first property owner. Maintenance logs shall be provided to the City of Redmond's Public Works Director or his/her designee upon request. A sample Maintenance Log is provided in Appendix B.

IV. Preventative Measures to Reduce Maintenance Costs

The most effective way to maintain your water quality facility is to prevent the pollutants from entering the facility in the first place. Common pollutants include sediment, trash & debris, chemicals, dog wastes, runoff from stored materials, illicit discharges into the storm drainage system (like car wash or pressure washing runoff) and many others. A thoughtful maintenance program will include measures to address these potential contaminants, and will save money and time in the long run. Key points to consider in your maintenance program include:

- Educate property owners/residents/tenants to be aware of how their actions affect water quality, and how they can help reduce maintenance costs.
- Keep properties, streets and gutters, and parking lots free of trash, debris, and lawn clippings.
- Ensure the proper disposal of hazardous wastes and chemicals.
- Plan lawn care to minimize the use of chemicals and pesticides.
- Sweep paved surfaces and put the sweepings back on the lawn.
- Be aware of automobiles leaking fluids. Use absorbents such as cat litter to soak up drippings dispose of properly.
- Re-vegetate disturbed and bare areas to maintain vegetative stabilization.
- Clean out the upstream components of the storm drainage system, including inlets, storm sewers and outfalls.
- Do not store materials outdoors (including landscaping materials) unless properly protected from runoff.
- Close the covers on dumpsters to prevent liquids from leaking into the storm system.

V. Safety

Never enter a confined space (outlet structure, manhole, etc.) without proper training and equipment. A confined space should never be entered without at least one additional person present.

If a toxic or flammable substance is discovered, leave the immediate area and call 911. Potentially dangerous (e.g., fuel, chemicals, hazardous materials) substances found in the areas must be referred to the local Fire Department immediately for response by the Hazardous Materials Unit. The emergency contact number is 911.

Vertical drops may be encountered in areas located within and around the facility. Avoid walking on top of retaining walls or other structures that have a significant vertical drop.

If any hazard is found within the facility area that poses an immediate threat to public safety, call 911 immediately.

Identify site specific hazards here.

VI. General Location and Description of Stormwater Management Facilities

Insert a description of the stormwater management facilities specific to the site including treatment and flow control facilities, conveyance systems, valves, constructed source controls, green infrastructure, proprietary components, and powered devices (aerators or pumps).

Identify the equipment and access required for maintenance including provisions for access in the absence of a ramp and access for a vactor truck and might require flex hose.

Maintenance personnel may use the site plan located in Appendix C containing the locations of the Stormwater Management facilities.

VII. Inspecting Stormwater Management Facilities

The City of Redmond, Department of Public Works, inspects private stormwater systems.

VIII. Maintaining Stormwater Management Facilities

Stormwater management facilities must be properly maintained to ensure that they operate correctly and provide the water quality treatment for which they were designed. Routine maintenance performed on a frequently scheduled basis, can help avoid more costly rehabilitative maintenance that results when facilities are not adequately maintained. The Maintenance requirements are contained in Appendix E. These requirements should be updated to reflect changes and updates to these facilities.

Routine Work

The majority of this work consists of inspection, scheduled mowing, weed control, and trash and debris pickups for stormwater management facilities during the growing season. This includes items such as the removal of debris/material that may be clogging the outlet structure well screens and trash rack, and weed control. These activities normally will be performed numerous times during the year. These items can be completed without any prior correspondence with City of Redmond.

Minor Work

This work consists of a variety of isolated or small-scale maintenance and work needed to address operational problems. Most of this work can be completed by a small crew, with minor tools, and small equipment. These items can be completed without any prior correspondence with City of Redmond.

Major Work

This work consists of large-scale maintenance and major improvements needed to address failures within the stormwater management facilities. This work may require an engineering design with construction plans to be prepared for review and approval by the City. This work may also require more specialized maintenance equipment, surveying, construction permits or assistance through private contractors and consultants. These items require prior correspondence with City of Redmond and may be subject to permits.

IX. Maintenance Documentation

The Stormwater Management Facility Maintenance Activity Form provides a record of maintenance activities. Maintenance Forms for each facility type are provided in Appendix B. Maintenance shall be completed by the contractor completing the required maintenance items. The form shall then be reviewed by the property owner or an authorized agent of the property owner and kept on site and submitted to the City of Redmond upon request.

Appendix A

Maintenance Agreements

Appendix B

Stormwater Facility Maintenance Activity Log

Appendix C

Site Plan

This is a simplified map of the site that shows the location of the stormwater system.

Appendix D

Stormwater As-Built Drawings

Appendix E

Maintenance Standards

Insert only the Maintenance Standards that pertain to this development