

CITY OF DE PERE

Public Works - Engineering Department



925 S. Sixth Street, De Pere, WI 54115 | 920-339-4061 | www.de-pere.org

<p align="center">BIOFILTER OPERATION & MAINTENANCE INSPECTION CHECKLIST</p> <p>Inspection of all listed items shall take place at least quarterly (unless noted otherwise) and after rainfall events resulting in 2" of rainfall or more. A copy of this document shall be completed during each inspection. The party responsible for performing inspections and maintenance shall keep all completed checklists and make them available to Municipal, County, and State Officials upon request.</p>	BASIN ID:
	ADDRESS:
	PERSON INSPECTING:
	INSPECTION DATE AND TIME:
	RAINFALL WITHIN PAST 2-3 DAYS:
Reason for Inspection (Circle One): complaint / storm event / scheduled / other	
Ownership (Circle One): Public Private	
ITEM INSPECTED	PROBLEM NOTICED
EMBANKMENT & EMERGENCY SPILLWAY	
1. Vegetation & ground cover condition	
2. Appropriate plants per site plan/weeds	
3. Adequate freeboard	
4. Erosion occurring	
5. Cracking or bulging	
6. Animal burrows or damage	
7. Seepage or leaks on downstream face	
8. Vertical & Horizontal alignment of top of berm as per plans	
9. Clear of debris and obstructions	
10. Accessible for maintenance	
11. Is the emergency spillway level, note condition	
BOTTOM OF BASIN	
12. Vegetative & ground cover condition	
13. Appropriate plants per site plan	
14. Removal of debris and trash (See Note 1)	
15. Visible pollution or sheen	
16. Evidence of edge erosion	
17. Ponding present over 50% of basin floor 3 days after a rainfall event (See Note 2)	

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Notes:

- 1) Trash shall be removed as quickly as possible once it is observed.
- 2) Restoration Procedures – these include removing the top 2 to 3 inches, chisel plowing and adding topsoil and compost. If deep tilling is used, the basin shall be drained and the soils dried to a depth of 8 inches. If the basin was planted in turf grass and clogging again occurs after these restoration procedures have been used, the owner/operator shall replant with prairie type vegetation using the soil preparation method recommended by the native nursery in the area.
- 3) Do not use heavy machinery for maintenance as it may cause clogging of the surface of the basin.
- 4) Do not spread topsoil over surface of the basin as this will decrease the infiltration rate.
- 5) Keep basin off-line from the storm water system until seed become established. Never allow sediment from disturbed areas of the site to enter the basin.
- 6) Winter Maintenance – All drawdown devices in the pond shall be opened during winter months to discourage infiltration of runoff water containing high levels of chlorides. If this practice is an enclosed basin, the use of chloride deicers shall be limited in the area draining to the basin to reduce the chance of exceeding the limits of ch. NR 140.

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<p>SWALE OPERATION & MAINTENANCE INSPECTION CHECKLIST</p> <p>Inspection of all listed items shall take place annually (unless noted otherwise) and after rainfall events resulting in 2" of rainfall or more. A copy of this document shall be completed during each inspection. The party responsible for performing inspections and maintenance shall keep all completed checklists and make them available to Municipal, County, and State Officials upon request.</p>	BASIN ID:	
	ADDRESS:	
	PERSON INSPECTING:	
	INSPECTION DATE AND TIME:	
	RAINFALL WITHIN PAST 2-3 DAYS:	
Reason for Inspection (Circle One): complaint / storm event / scheduled / other		
Ownership (Circle One): Public Private		
ITEM INSPECTED	PROBLEM NOTICED	COMMENTS
<small>N/A – Not Applicable M – Monitor NP – Not a Problem WN – Work Needed</small>		
SIDEWALL CONDITION		
1. Vegetation & ground cover condition		
2. Erosion occurring		
3. Cracking or bulging		
4. Animal burrows or damage		
5. Other		
BOTTOM		
6. Vegetative & ground cover condition		
7. Sediment accumulation on vegetation		
8. Removal of debris and trash needed		
9. Vertical & horizontal alignment per plan		
10. Evidence of edge erosion		
11. Sitting water present (approx. depth)		
12. Other		
INFLOW POINTS		
13. Riprap failures		
14. Evidence of slope erosion		
15. Condition of inflow pipes/endwalls and/or swales		
16. Other		

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STORM SEWER OUTFALL INSPECTION CHECKLIST – CITY FACILITIES Inspection of all listed items shall take place annually. This form is to be used when outlets are not inspected for IDDE.	BASIN ID:	
	SITE NAME:	
	PERSON INSPECTING:	
	INSPECTION DATE AND TIME:	
	RAINFALL WITHIN PAST 2-3 DAYS:	
Reason for Inspection (Circle One): complaint / storm event / scheduled / other		
N/A = Not Applicable M = Monitor (potential for future problem) NP = Not a Problem WN = Work Needed		
ITEM	INFORMATION	COMMENTS
GENERAL INFORMATION		
GIS Designation		
Outfall (Major or Minor)		
Endwall Size		
Endwall Material		
OUTFALLS		
Rip Rap failures		
Condition of endwalls		
Evidence of erosion		
Condition of downstream swales		
Trash/debris		
OTHER		
Complaints from residents		
Any public hazards		
Flowing water		
Signage (if applicable)		
Other		

Attach color digital photographs of the site and structural BMPs including a caption describing each photo.

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COMMENTS:

OVERALL CONDITION OF FACILITY:

In accordance with approved design plans? Y / N

Maintenance required as detailed above? Y / N

Dates by which maintenance will be completed: ____/____/____

Signature of Person Inspecting: _____