STORMWATER MANAGEMENT FACILITIES OPERATIONS & MAINTENANCE MANUAL

Prepared for

L'OREAL USA

Block 86.03, Lot 10.32 100 Commerce Drive Township of Franklin Somerset County, New Jersey



N.J. Certificate of Authorization 24GA28161700

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TABLE OF CONTENTS

1.0	PROJECT DETAILS	3
1.1	Introduction and Description of Facilities:	3
1.2	Project Contacts:	3
2.0	LIST OF STORMWATER MANAGEMENT MEASURES	4
3.0	LOCATION MAP	5
4.0	BIORETENTION SYSTEM:	6
5.0	PERVIOUS PAVEMENT SYSTEM:	7
6.0	DETENTION BASIN	8
7.0	VISUAL AID FOR DRY TYPE STORMWATER BASIN INSPECTION	9
8.0	DISPOSAL PLAN	14
9.0	INSPECTION AND MAINTENANCE:	14
9.1	Routine Inspection and Maintenance of the Stormwater Management Facilities:	14
9.1	1.1 Preventative Maintenance Procedures:	14
9.	1.2 Corrective Maintenance Procedures:	18
9.	1.3 Aesthetic Maintenance Procedures:	20
9.	1.4 Maintenance Equipment and Materials	23
10.0	SAFETY MEASURES AND PROCEDURES	23
11.0	TRAINING PLAN AND RECORDS	24
12.0	ANNUAL EVALUATION OF THE EFFECTIVENESS OF THE PLAN	25
13.0	DOCUMENTS	26

Appendix

- 1. "Inspection Checklist/Maintenance Actions: Bioretention Basin"
- 2. "Inspection Checklist/Maintenance Actions: Detention Basin"
- 3. "Inspection Checklist/Maintenance Actions: Pervious Pavement"
- 4. "Maintenance Log" a summary table for recording of all maintenance work at the site.
- 5. "Inspection Log" a summary table for recording the results of all inspections of the basins.
- 6. "Probable Annual Costs for Inspection and Preventive & Corrective Maintenance Bioretention Basin"
- 7. "Probable Annual Costs for Inspection and Preventive & Corrective Maintenance Detention Basin"
- 8. "Probable Annual Costs for Inspection and Preventive & Corrective Maintenance Pervious Pavement"
- 9. "Overall Grading & Drainage Plan" & "Drainage Plan 'A' to 'C'"
- 10. As-Built Survey

1.0 PROJECT DETAILS

1.1 Introduction and Description of Facilities:

The subject property is located at 100 Commerce Drive in the Township of Franklin, Somerset County, New Jersey. The property is identified as Block 86.03, Lot 10.32 on the Township of Franklin tax maps and is a total of 29.58 acres in size. The site is bordered to the northeast and northwest by residential properties and Amwell Road beyond; to the east by Franklin Sewage Authority and other commercial uses, with Jiffy Road beyond; to the west by Dahmer Road with residential properties beyond; and to the south by Commerce Drive, Nature Flooring Industries and other commercial uses, with residential properties beyond.

The site is currently occupied with the existing ±305,200 SF L'Oréal USA Franklin building, along with other existing site features which include an extended detention basin and a bioretention basin, associated parking and driveway areas, loading docks, and landscaping. The proposed improvements include expanding the existing L'Oréal manufacturing building, which will occur in several phases and will ultimately increase the building floor area to a total of approximately 551,790 SF. Other proposed features include, but are not limited to, additional parking stalls, sidewalks, lighting and landscaping, and utility improvements. A proposed stormwater management system will convey the runoff from the proposed development and impervious areas to new small-scale bioretention basins before being discharged off of the site.

Stormwater designs are examined for water quality analysis, soil erosion and sediment control, and low impact development based on the NJDEP Stormwater Management Regulations of March 2021 and will require the construction of multiple areas of pervious pavement, bioretention basins, and associated pipes, inlets, and outlet structures.

This manual consists of three parts. The first part includes the introduction, project description and a list of project contacts. The second part provides the operation and maintenance instructions for the facilities and equipment. The third part (Appendix) provides information regarding the inspection and maintenance activities.

In accordance with NJAC 7:8-5.9(d), the maintenance plan and any future revisions must be recorded upon the deed of record for the property.

Deed Book#_____ Page #_____ Date deed filled by County Clerk_____

1.2 **Project Contacts:**

Municipal Engineer:

Engineering Department Address: 475 DeMott Lane, Somerset, NJ 08873 Tel. (732) 873-2500 ext: 6230 Site Design Engineer:

Bohler Engineering Address: 10000 Midlantic Lane, Suite 410W, Mount Laurel, NJ 08054 Tel. (856) 930-4000 Attn: Ahmad Tamous, PE

Party Responsible for Maintaining Stormwater Management Facility:

L'Oreal USA Products, Inc. Address: 100 Commerce Drive, Township of Franklin, NJ 08873

In accordance with NJAC 7:8-8.5(h), the person with maintenance responsibility must retain and, upon request, make available the maintenance plan and associated logs and other records for review by a public entity with administrative, health, environmental, or safety authority over the site.

In accordance with NJAC 7:8-8.5(g), operation and maintenance must be evaluated by the person responsible for the maintenance for updates and effectiveness at least once per year. The O&M Manual must be updated and recorded in the deed as needed at that time.

Type of Stormwater Management Measure	BMP No.	Location Description	State Plane Coordinates
Exist. Detention Basin	1	East of existing building underneath solar panels	486,674, 602,262
Prop. Bioretention Basin #1	2	East of proposed building addition south to proposed pump house	486,681, 602,775
Prop. Bioretention Basin #2	3	North of proposed building addition, to the north of proposed loading docks	486,630, 603,069
Prop. Bioretention Basin #3	4	Middle basin north of building addition	486,486, 603,143
Prop. Bioretention Basin #4	5	West most basin north of building addition	486,311, 603,207
Pervious Pavement #1	6	West of proposed building addition, underneath proposed car parking	486,136, 603,301
Pervious Pavement #2	7	West of proposed building addition, underneath proposed car parking, to the south of Pervious Pavement #1 and adjacent to existing car parking lot to the west of the existing building	486,042, 603,121

2.0 LIST OF STORMWATER MANAGEMENT MEASURES

3.0 LOCATION MAP



4.0 BIORETENTION SYSTEM:

Functionality

Bioretention systems are used to remove a wide range of pollutants, such as suspended solids, nutrients, metals, hydrocarbons, and bacteria from stormwater runoff. They can also be used to reduce peak runoff rates and increase stormwater infiltration when designed as a multi-stage, multi-function facility.

A bioretention system can be configured as either a bioretention basin or a longer, narrower bioretention swale. In general, a bioretention basin has a flat bottom while a bioretention swale may have sloping bottom. Runoff storage depths above the soil bed surface are typically shallow. The TSS removal rate for bioretention systems is 80 or 90 percent, depending upon the thickness of the soil planting bed and the type of vegetation grown in the bed.

Proper care and attention in the long-term maintenance of the stormwater management measure is critically important to the safety and health of the public.

Type of BMP – Dry Basin / Infiltration

A bioretention system is a type of **dry** basin. Dry basins must fully drain within 72 hours of the most recent rainfall. Standing water in excess of 72 hours is a sign of basin failure. It may also contribute to mosquito breeding and other health and safety issues. The design drain time shall be closely monitored to ensure that potential failure is recognized early.

A bioretention system with infiltration can also be designed for extended detention, in which case it will attenuate peak flows from storms larger than the Water Quality Design Storm.

Hydrology Design Targets

- 1. The bioretention system is designed as an online system.
- 2. The design drain time is <72 hours.

Basin Configuration Targets

- 1. Planting Soil Bed
 - The depth of the soil planting bed is 1.5 feet.
 - The system is designed with a planting soil permeability rate of 4.0 inches/hour.
- 2. Outlet Information:

Bioretention Basin #1 - Seasonal High Water Elevation: Not Encountered

Outlet Description	Orifice Size / Weir Length	Invert Elevation
Culvert	24" RCP @0.30% SL	105.40
Weir	4' Wide	108.63
Grate/Orifice	4' x 4'	108.80

Bioretention Basin #2 - Seasonal High Water Elevation: Not Encountered

Outlet Description	Orifice Size / Weir Length	Invert Elevation
Culvert	18" RCP @0.30% SL	107.07
Weir	3' Wide	110.90
Grate/Orifice	4' x 4'	111.50

Bioretention Basin #3 & 4 - Seasonal High Water Elevation: Not Encountered

Outlet Description	Orifice Size / Weir Length	Invert Elevation
Culvert	18" RCP @0.30% SL	110.40
Orifice	4" Diameter	111.10
Grate/Orifice	4' x 4'	112.90

3. Vegetation

• The vegetation type to be used in this bioretention system is a mix of native shrubs, ornamental grasses and perennials suited for bioretention basins. A Landscaping Plan should be included in the Reference Documents section of this field manual.

Critical Maintenance Features

- 1. No heavy equipment on the basin surface.
- 2. Remove vegetation strictly in accordance with the landscaping plan.
- 3. Grass clippings shall be collected from the basin and properly disposed.
- 4. Keep the appearance of the basin aesthetic.

5.0 PERVIOUS PAVEMENT SYSTEM:

Functionality

Pervious paving systems are paved areas that produce less stormwater runoff than areas paved with conventional paving. This reduction is achieved primarily through the infiltration of a greater portion of the rain falling on the area than would occur with conventional paving. This increased infiltration occurs either through the paving material itself or through void spaces between individual paving blocks known as pavers.

Pervious paving systems are divided into two general types. Each type depends primarily upon the nature of the pervious paving surface course and the presence or absence of a runoff storage bed beneath the surface course. Porous paving and permeable paver with storage bed systems treat the stormwater quality design storm runoff through storage and infiltration. Therefore, these systems have adopted TSS removal rates similar to infiltration structures. The adopted TSS removal rate for each type of pervious paving system is from 80%.

Pervious paving systems are used to reduce runoff rates and volumes from paved, on-grade surfaces such as patios, walkways, driveways, fire lanes, and parking spaces. Pervious paving systems with runoff storage beds achieve these reductions through storage of runoff and eventual infiltration into the subgrade soils. Through this infiltration process, these types of pervious paving systems also achieve stormwater quality requirements.

Proper care and attention in the long-term maintenance of the stormwater management measure is critically important to the safety and health of the public.

Type of BMP – Dry Stormwater Management Measure

The pervious pavement system shall fully drain within 72 hours of the most recent rainfall. Standing water in excess of 72 hours is a sign of the porous pavement failure. It may also contribute to mosquito breeding and other health and safety issues. At no time shall there be ponding on the surface of the pavement.

Hydrology Design Targets

- The system is porous pavement with storage bed.
 The design drain time is <72 hours.
- 3. The TSS removal rate is 80%.

Pervious Pavement #1 - Seasonal High Water Elevation: 106.0

Outlet Description	Orifice Size / Weir Length	Invert Elevation
Culvert	15" RCP @0.30% SL	111.00
Orifice	3" Diameter	111.00
Weir	4' Wide	112.00

Pervious Pavement #3 - Seasonal High Water Elevation: 106.0

Outlet Description	Orifice Size / Weir Length	Invert Elevation
Culvert	12" RCP @0.40% SL	108.06
Orifice	2.5" Diameter	108.60
Weir	2' Wide	109.50

Critical Maintenance Features

- 1. Avoid sand or silt onto the porous pavement area.
- 2. Sweep and vacuum the porous pavement area often to prevent clog.
- 3. Do not apply sealant to cracks or entire surface.

Wetland Disturbance Notice:

Maintenance of this BMP may disturb a wetland area. Contact NJDEP Division of Land Use Regulation for guidance and any required permit(s) before performing maintenance.

Wildlife Disturbance Notice:

Maintenance of this BMP may disturb or remove vegetation in an area designated to endangered and/or threatened species. Contact NJDEP Division of Fishing and Wildlife for guidance and any required permit(s) before performing maintenance.

6.0 DETENTION BASIN

Functionality

An extended detention basin is a stormwater management facility that temporarily stores and attenuates stormwater runoff. In addition, extended detention basins provide pollutant treatment for runoff from the Water Quality Design Storm through settling. The total suspended solid (TSS) removal rate is 40-60%, depending on the duration of runoff detention.

Type of BMP – Dry Basin / Extended Detention Only

An extended detention basin is a type of dry basin. This extended detention basin is designed for detention only and is not designed to infiltrate runoff; therefore, the basin may not be completely dry after the **design detention time** (see the Hydrology Design Targets in the Basic Design Information section). However, standing water in excess of 72 hours is a sign of basin failure. It may also contribute to mosquito breeding and other health and safety issues. Therefore, all dry basins must fully drain within 72 hours of the most recent rainfall. The design drain time shall be closely monitored to ensure potential failure is recognized early. Proper care and attention in the long-term maintenance of the stormwater management measure is critically important to the safety and health of the public.

Critical Maintenance Features

- 1. Grass clippings shall be collected from the basin and properly disposed.
- 2. Trash racks and discharge outlet shall be cleaned frequently.
- 3. Remove sediment in low flow channel.

7.0 VISUAL AID FOR DRY TYPE STORMWATER BASIN INSPECTION

(Note: Basins shown here include various types of dry basins, not limited to the category of basin in this field manual.)



Issue:

The inlet is not properly drained, assuming it has not rained within 72 hours. Corrective Action: Clear and remove sediment. Check whether the water table is at or above the bottom of the forebay. Also check the permeability of the underlying soil, if necessary. Preventative Action: Routine inspections and removal of sediment from the forebay.



Issue: Corrective Action: Preventative Action: The Inflow pipe is clogged by sediment and vegetation. Clear and remove sediment and unwanted vegetation. Routine inspection and removal of sediment and unwanted vegetation.



Issue: Corrective Action: Preventative Action: The Inflow pipe is entirely clogged by sediment and trees. Clear and remove sediment and trees. Routine inspection & removal of sediment and unwanted vegetation.



Issue:

The excessive sediment in inflow pipe (shown above) might be caused by a blockage of flow to the basin due to excessive vegetation and overgrown trees. Corrective Action:Clear and remove trees and vegetation. If necessary, re-grade the
bottom slope to ensure the flow properly spreads over the basin
bottom.
Routine inspection and removal of sediment and unwanted
vegetation.



Issue: Corrective Action: Preventative Action: Eroded inflow apron. Repair apron. Routine inspection and rehabilitation, if necessary.



Issue:	The vegetation loss and the blackish soil may indicate frequent
Corrective Action:	inundation.
	Check the permeability rate of the soil and the water table elevation.
Preventative Action:	Replace the soil if necessary.
	Routine inspection and tilling/aeration, if necessary.



Issue:

Corrective Action: Preventative Action: The low flow channel has excessive accumulation of sediment and debris. The outflow orifice is clogged by a trash bag and debris. Note that there is no trash rack installed. Check the permeability rate of the soil and the water table elevation.

Replace the soil if necessary. Routine inspection and cleaning.



Issue: Corrective Action: Preventative Action: Trash rack is damaged. Repair the trash rack. Routine inspection, especially after large storm events. Tighten any loose bolts and repair structural flaws.



A well maintained detention basin

8.0 DISPOSAL PLAN

Disposal/Recycling Procedures

- Dewatering procedures and requirements
 - Install and maintain temporary sediment control bags according to the manufacturer's recommendations. Place the sediment control bag on the slope to allow water to flow downhill through the bag. Place the discharge hose into the neck of sediment control bag and fasten to ensure that water does not leak at the connection. Ensure that the discharge from the sediment control bag does not cause erosion to, or scour of, the area onto which the water is being discharged. When the sediment control bag is 90% full, can no longer efficiently filter sediment, or does not allow water to pass at a reasonable rate, remove and replace in accordance with manufacturer's recommendations.

Disposal Field – Offsite

Description of the Offsite Disposal:

Non-hazardous sediment and debris is to be disposed by a private operator and conveyance entity at the local landfill in accordance with all local, state, and federal regulations. A copy of the contract should be included in the Documents section of the Maintenance Plan.

9.0 INSPECTION AND MAINTENANCE:

9.1 Routine Inspection and Maintenance of the Stormwater Management Facilities:

All stormwater management basins have been designed to control degradation of water quality. Without proper routine inspection and maintenance, the basins may lose some or all of their capability to function to their full capacity. Lack of adequate maintenance at these facilities could lead to system failures.

Regularly scheduled maintenance inspections of the stormwater facilities should be performed at least four (4) times each year. The primary purpose of these inspections is to ascertain the operational condition and safety of the facilities, particularly the condition of embankments, outlet structures, sedimentation and other safety-related aspects. Inspections will also provide information on the effectiveness of regularly scheduled Preventative and Aesthetic Maintenance Procedures and will help to identify where changes in the extent and scheduling of the procedures are warranted. Finally, the facility inspections should also be used to determine the need for and timing of Corrective Maintenance procedures.

Routine maintenance of these facilities should be separated into two (2) basic types: Functional Maintenance and Aesthetic Maintenance. Functional Maintenance is further broken down into two (2) categories: Preventative and Corrective. Aesthetic Maintenance, which is necessary to maintain the visual appeal and aesthetic quality of these facilities, should be incorporated on the same schedule as the preventative maintenance efforts. Listed below are the Preventative, Corrective and Aesthetic Maintenance Procedures to be performed on a routine basis:

9.1.1 **Preventative Maintenance Procedures:**

The purpose of Preventative Maintenance is to maximize the effectiveness of the stormwater management aspects of the basins so that they remain operational and safe

and to minimize the need for potential emergency or extensive corrective maintenance. These procedures are as follows:

Preventative Maintenance Actions

The frequency of the preventative maintenance actions listed here is adopted from Chapter 9, BMP Manual of Structural Stormwater Management Measures.

Frequency	Preventative Maintenance Actions	Stormwater Measures/ No.		
Monthly	Vegetation mowing and removal in growing season to prevent erosion	Throughout site		
Quarterly	Vacuum sweeping followed by air blowing or high-pressure power washing. The first quarter maintenance must be in the spring. Maintenance in the autumn must be after fallen leaves are collected and removed.			
Annual	Surface course inspected for cracking, subsidence, spalling, erosion, deterioration, and unwanted vegetation	All Bioretention Basin, Detention Basin and Pervious Pavement, Stormwater Structures (inlets, manholes, etc.) throughout the site		
Annual	Each spring after the last snow or ice event, test infiltration rate of surface course.			
Annual Inspection of structural components (inlets, manholes, etc.) for cracking, subsidence, spalling, erosion, and deterioration.				
Unscheduled	Quick inspection of surface course for mud and sediment after every 1" rain			
Unscheduled Quick inspection of inlets for debris and sediment after every 1" rain		Throughout site		
(Other)				

a) Weed Growth:

Weeds associated with detention basins typically fall into three (3) categories: submergent, floating and emergent. All three (3) are typically found, to some extent, in a stormwater management system. However, excessive growth of any of these weeds can lead to problems.

The basins should be evaluated regularly to determine whether excessive invasive plant growth is evident. If it occurs, this situation can be corrected by appropriate application of fertilizers and weed killers. Weeds which have become a problem can be cleared through manual removal by professional pond maintenance technicians, in the case of the small wet pond, and by mowing for dry detention basins.

b) Maintenance of Adjacent Areas:

Grass areas, trees, and shrubs adjacent to the basins and conveyance swales require periodic routine maintenance to include fertilizing, de-thatching and soil conditioning in order to maintain healthy growth and to provide bank stabilization. The application of fertilizers should follow manufacturer's instructions to reduce run-off of these compounds into the basins. Additionally, provisions should be made to re-seed and re-establish grass cover in areas damaged by sediment accumulation, stormwater flow, or other causes. These tasks should be performed, or at least evaluated, on a quarterly basis. Lawn areas should be mowed at least once a month during the growing season. Vegetated areas must be inspected at least annually for erosion and scour as well as unwanted growth, which should be removed with minimum disruption to the remaining vegetation.

Note: All use of fertilizers, mechanical treatments, pesticides and other means to ensure optimum vegetation health must not compromise the intended purpose of the stormwater management facility. All vegetation deficiencies should be addressed without the use of fertilizers and pesticides whenever possible and if necessary, the minimum amount practical.

c) Removal and Disposal of Trash/Debris and Sediment:

All stormwater management components expected to receive and/or trap debris and sediment must be inspected for clogging and excessive debris and sediment accumulation at least four times annually as well as after every storm exceeding one inch of rainfall in 24 hours. Such components should include basin and swale bottoms and low flow channels, trash racks and inflow (headwall) points.

Removal of trash and debris will prevent possible damage to vegetated areas and minimize potential mosquito breeding habitats. Debris and trash must be properly hauled off the site and transferred to an approved disposal site.

Accumulated sediment should be removed before it threatens the storage volume of the basin. Before de-sedimentation activities are performed, consideration should be given to evacuating all standing water from the basins. Disposal of discharged water and sediment must comply with all local, county, state and federal regulations. Only suitable disposal sites should be utilized. If stable soil conditions exist around the basin, sediment deposition should not be an excessive maintenance issue. Should a recurrent stabilization situation develop, the inspector should identify the upstream sources of sediment and recommend required stabilization measures.

d) Elimination of Potential Mosquito Breeding Habitats:

The most effective mosquito control program is one that eliminates potential breeding habitats. Almost any stagnant pool of water can be attractive to mosquitoes and may become the source of a large mosquito population. A maintenance program dedicated to eliminating potential breeding areas is preferable to chemical means of controlling mosquitoes. The most important maintenance functions are removal of all obstructions to natural flow patterns before stagnant water conditions can develop.

e) Parking lot maintenance:

This management measure involves employing pavement cleaning practices, such as parking lot sweeping on a regular basis, to minimize pollutant export to the stormwater conveyance system/ detention basins and eventually the receiving waters. These cleaning practices are designed to remove sediment, debris, and other pollutants from access drive and parking lot surfaces that are a potential source of pollution impacting urban waterways. Mechanical machines that use vacuum assisted dry sweeping to remove particulate matter shall be utilized as these have the ability to remove finer sediment particles. Parking lots and access drives shall be swept/ vacuumed at least semi-annually or more often as conditions warrant. The disposal of the swept material must be properly hauled off the site and transferred to an approved disposal site. The disposal of the solid waste must be properly hauled off the site and transferred to an approved disposal site.

9.1.2 Corrective Maintenance Procedures:

Depending on many factors, such as the performance of preventative maintenance actions, weather, or unexpected incidents, corrective maintenance requirements may not be precisely anticipated; however, a list of potential corrective maintenance actions may assist the responsible party in planning and estimating costs in advance.

Potential Corrective Maintenance Actions	Stormwater Management Measures/No.
Example of corrective maintenance tasks - Repair/replacement of eroded or damaged riprap apron - Repair/replacement of missing or damaged trash racks - Repair/replacement of outlet pipes or orifices - Revegetation of eroded side slope, aquatic bench, marsh, basin bottom, grass swales, etc. Example of the corrective maintenance tasks - Repair/ Replacement of eroded or damages riprap apron - Repair/ Replacement of missing or damaged trash racks - Repair/ Replacement of outlet pipes or orifices - Repair/ Replacement of eroded or damaged trash racks - Repair/ Replacement of outlet pipes or orifices - Repair/Replacement of eroded or damages riprap apron - Repair/Replacement of eroded or damages riprap apron - Repair/Replacement of eroded or damages riprap apron - Repair/Replacement of missing or damaged trash racks - Repair/Replacement of missing or damaged trash racks - Repair/Replacement of outlet pipes or orifices - Repair/R	All Bioretention Basin, Detention Basin and Pervious Pavement, Stormwater Structures (inlets, manholes, etc.) throughout the site
Other	

a) Removal of Debris and Sediment:

Sediment, debris and trash which threaten the discharge capacity of the basins should be removed immediately and properly disposed of. As noted previously, it is recommended that all water be evacuated from the basins before any significant amount of sediment, settled debris or trash is removed from the basins.

b) Structural Repairs:

Structural damage to outlet and inlet structures, trash racks, access hatches, roadways and headwalls as a result of vandalism, flood events, settlement or other causes must be repaired promptly. The urgency of the repairs will depend upon the nature of the damage and its effects on the safety and operation of the facility.

The analysis of structural damage if it occurs and the design and performance of structural repairs should only be undertaken by a Professional Engineer.

c) Embankment and Slope Repairs:

Damage to embankments, and side slopes must be repaired promptly. This damage can be the result of unusual rain or flood events, vandalism, animals, vehicles or neglect. Typical problems can include settlement, scouring, cracking, sloughing, seepage and rutting. The urgency of the repairs will depend upon the nature of the damage and its effect on safety and operational efficiency of the facility. The analysis of the damage and the design and performance of geotechnical repairs should only be undertaken by qualified personnel and under the direction of a consulting Professional Engineer. All basin embankments should be inspected quarterly and after each significant storm greater than one (1) inch of rainfall in 24 hours. Any damage or indication of erosion shall be immediately inspected by a Professional Engineer.

d) Weed Harvesting:

It may be necessary to remove congested weeds from the basin. Companies specializing in manual removal of weeds should be contacted to perform these operations. Note that such work does not usually but may in some cases require the approval of various regulatory agencies.

e) Extermination of Mosquitoes:

If neglected, basins can become a potential mosquito breeding area. The extermination of mosquitoes will usually require the services of the County Mosquito Commission. If mosquito control in the facility becomes necessary, the preventative maintenance program should be re-evaluated, and more emphasis should be placed on control of mosquito breeding habitats.

f) Erosion Repair:

Vegetative cover or other protective measures are necessary to prevent the loss of soil due to the forces of wind and water. Where a re-seeding program has not been effective in maintaining a non-erosive vegetative cover, or other factors have exposed soils to erosion, corrective steps should be initiated to prevent further loss of soil that may result in danger to the stability of the facility. Soil loss can be controlled by a variety of materials and methods, including rip-rap, gabion lining, geotextile fabrics, sod, seeding, concrete lining and re-grading.

g) Elimination of Trees, Brush, Roots and Animal Burrows:

The stability of embankments can be impaired by large roots and animal burrows. Additionally, burrows can present a safety hazard for maintenance personnel. Trees and brush with extensive, woody root systems should be completely removed to prevent destabilization and the creation of seepage routes. Regular mowing will prevent vegetation that can cause root problems. Roots should also be completely removed to prevent decomposition within the embankment. Root voids and burrows should be filled with material similar to the existing material, and capped just below grade with stone, concrete or other material. If the filling of the burrows does not discourage the animals from returning, further measures should be taken to either move the animal population or to make critical areas of the facility unattractive to them.

h) Snow and Ice Removal:

Accumulations of snow and ice can threaten the functioning of the inlets, outlets and emergency spillways. Provision of the equipment, material and personnel to monitor and remove snow and ice from critical areas will assure the function of the facility during the winter months.

9.1.3 Aesthetic Maintenance Procedures:

a) Graffiti Removal:

The timely removal of graffiti will restore the aesthetic quality of the basins. Removal can be accomplished by paint or other cover, or removal with scrapers, solvents or cleansers. Timely removal is important to discourage further graffiti and other acts of vandalism.

b) Grass Trimming/Landscape Maintenance:

The lawn areas around the basins shall be mowed on a regular basis as necessary to maintain the lawn at a height of 2 to 3-inches. These areas shall also be fertilized twice a year, once in the spring and once in the fall. Fertilizer for lawn areas shall be 10-20-10 applied at a rate of 11 lbs. per 1,000 sf. or as determined by a soil test. Any bare, dead or damaged lawn areas shall be re-seeded in accordance with the original procedures as outlined in the Soil Erosion and Sediment Control Plans using the same mix and seeding rates. Stabilization of bare or damaged areas shall be done in a timely fashion so as to avoid exposing the soil to erosion.

If season prevents the re-establishment of turf cover, exposed areas should be stabilized with straw or salt hay mulch as described in the Soil Erosion and Sediment Control Plans until permanent seeding can be done. Seeding can be done between March 15th and June 15th and between September 15th and December 1st, only if adequate water is provided.

The shrubs around the basins should also be maintained in order to promote a neat appearance and healthy, vigorous growth. All shrubs should be allowed to grow together in masses as shown on the plans and not pruned into individual plants. The planting beds should be mulched with hardwood mulch every two (2) years in order to provide a suitable growing medium for the shrubbery and to retain moisture around the root zones.

Pruning of shrubs should also be done on a regular basis to maintain the shape and appearance of the shrub masses. The height of the shrubs may vary according to the plant's natural growth habits but should not exceed 6-feet. Pruning should be done as necessary throughout the year to remove dead branches and to control new growth. Any pruning, other than the removal of dead branches, should be done in either late winter/early spring or after the shrub has flowered in the spring.

In the event that a shrub should experience more than 2/3 die back, it should be replaced in kind as soon as possible in either the spring or fall planting season. The replacement shrub should be the same species as the original and installed at the size and condition as specified on the original landscape plans. If, for any reason, a substitution of species or size must be made, it shall be subject to the approval of the project Landscape Architect.

The trees surrounding the basin areas shall be maintained regularly to ensure good health and exhibit an attractive appearance. Their maintenance should include fertilization twice annually, with one application in the spring and another in early fall. The trees shall be pruned in the late winter or early spring. However, dead branches should be removed as soon as they are noticed. Care should be taken to avoid cutting off the central leader of a tree if one is present.

If a tree is severely damaged or experiences more than 2/3 die back, it should be replaced in either the spring or fall planting season, whichever comes first. The only exception to this is if the replacement tree has a fall transplanting hazard. Replacement trees should be planted at the same size and condition as specified on the landscape plans. Any tree or shrub maintenance, tree pruning, or plant material substitution of species or size shall be subject to the approval of the project Landscape Architect.

c) Control of Weeds:

Although a regular grass maintenance program will minimize weed intrusion, some weeds will appear. Periodic weeding, either chemically or mechanically, will help to maintain a healthy turf, and keep grassed areas looking attractive. Application

of chemicals should be minimized and monitored closely so as not to affect the ecosystems within the detention basin. Excessive growth of weeds within the basin can be controlled mechanically as discussed in the previous section.

The recording of all maintenance work and inspections provide valuable data on the facility's condition. Review of this information will also help to establish more efficient and beneficial maintenance procedures and practices. As the owner is ultimately responsible for site maintenance, all recorded information should be directed to the owners of the basins for review and subsequent follow-up on recommendations. Data obtained from informal inspections should be retained; however, under current regulations, this data does not have to be submitted to NJDEP.

9.1.4 Maintenance Equipment and Materials

Note: Only light equipment is allowed to be used within open basins to prevent compaction.

Personnel/Equipment/Tools Name	Quantity
General maintenance crew	1
Grass maintenance equipment, including:	1
Mowers, trimmers, edgers, seed spreaders, fertilizer	
spreaders, de-thatching equipment, pesticide and	
herbicide equipment, and grass clipping and leaf collecting	
equipment	
Vegetative maintenance equipment, including:	1
Saws, pruning shears, hedge trimmers	
Transportation equipment	1
Debris, trash, and sediment removal equipment, including:	1
Dewatering pump, jet-vac equipment for cleaning pipes,	
vacuum sweeper, air blowing or high-pressure power	
washing equipment	
Misc. equipment, including:	1
Shovels, wheel barrows, gloves, safety goggles, face	
masks, high-visibility clothing, brooms, hoes, rakes	
Standard mechanics tools	1
Tools for maintenance of equipment	1
Parking maintenance equipment, including:	1
Sweeping/vacuuming equipment, trash receptacles, snow	
plowing equipment, snow shovels	
T-Bar of crowbar for opening rims and grates	1

10.0 SAFETY MEASURES AND PROCEDURES

Safety Regulations and Requirements

- OSHA
- NJDEP
- Burlington County SCD

Safety Tools, Equipment and Garments

Safety Tools and Equipment	Location	Responsible Person/Contact #
Gloves & Boots	Office	Management Office / 856-231-4444
Ladder	Office	Management Office / 856-231-4444
First Aid Kit	Office	Management Office / 856-231-4444

Qualification for Performing the Task in Special Circumstances

Stormwater Measures	Location	(OSHA) Confined-Space Entry Permit
Inlets, manholes, pipes, and outfall structures	Throughout the developed site	

Safety Training

Required safety training as listed in the Training Plan and Records section of this maintenance plan.

Safety Procedures

- Check for poisonous plants prior to entering vegetated areas.
- Look for rodent holes and other obstacles to avoid stepping in or potentially damaging equipment.
- Check for nails, broken glass, or other sharp debris that may be present within the stormwater system.
- Lift manhole covers or other structural covers (grates, access covers, etc.) carefully, as these items can be heavy, and can be slippery when wet.
- Never enter a confined space unless you have proper Occupational Health and Safety Administration (OSHA) training. Do not enter any confined space unless the atmosphere has been checked and proper safety equipment is worn and/or erected. Avoid entering pipes or conduits without another individual present. If the structural strength of a pipe or conduit is questionable, then you should not enter the pipe or conduit at all.
- If water is present, check water depth before entering the water.

Emergency Procedures

- Clean minor cuts and scratched with soap and clean water; use proper antiseptics immediately to avoid infection.
- If skin contact with poisonous plants, thoroughly clean skin area with soap and clean water.
- In case of serious medical emergency, contact 911.

11.0 TRAINING PLAN AND RECORDS

I. Training Plan

Types of Training

- Mandatory Stormwater Management Basic Training and Field Manual Usage Training for new maintenance crews
- Occupational Safety Training
- Subcontractor training, if applicable

Content of Training

- Stormwater Management Basic Training

- Purposes and Functions of BMPs
 - NJDEP Stormwater BMP Manual, Chapter Nine: Structural Stormwater Management Measures
 - Chapter 9.5 Manufactured Treatment Devices
 - Chapter 9.6 Pervious Paving Systems

More training information is available at NJ Stormwater.org (http://www.nj.gov/dep/stormwater/training.htm)

- Vegetation Care
 - NJDEP Stormwater BMP Manual, Chapter Seven: Landscaping
- Field Manual Usage Training
 - Pervious Paving System attached to this Maintenance Plan
 - Filterra HC Owner's Manual attacked to this Maintenance Plan
- Equipment and Tools Operation Training
 - Equipment or tool manufacturer's Operation & Maintenance Manual

- Occupational Safety Training
 - OSHA Training
 - Equipment or tool manufacturer's Operation & Maintenance Manual

II. Training Records

Training attendance sheets should be attached by the responsible party after each training.

12.0 ANNUAL EVALUATION OF THE EFFECTIVENESS OF THE PLAN

As per N.J.A.C. 7:8-5.8(g), the person responsible for maintenance shall evaluate the effectiveness of the maintenance plan at least once per year and adjust the plan and the deed as needed.

The responsible party should evaluate the effectiveness of the maintenance plan by comparing the maintenance plan with the actual performance of the maintenance. The items to evaluate may include, but not limited to,

- Whether the inspections have been performed as scheduled;
- Whether the preventive maintenance has been performed as scheduled;
- Whether the frequency of preventative maintenance needs to increase or decrease;
- Whether the planned resources were enough to perform the maintenance;
- Whether the repairs were completed on time;
- Whether the actual cost was consistent with the estimated cost;
- Whether the inspection, maintenance, and repair records have been kept.

If actual performance of those items has been deviated from the maintenance plan, the responsible party should find the causes and implement solutions in a revised maintenance plan.

Annual Evaluation Records

Evaluator(s)	Date of Evaluation	Decision
		Maintain current version OR
		Revise current version
		Revision date (also update the last
		revision date on the cover page)
		Requires a new deed recording (also update
		the last recording information on the cover
		page)
		Pevise current version
		revision date on the cover nade)
		Tevision date on the cover page
		Requires a new deed recording (also update
		the last recording information on the cover
		page)
		Maintain current version OR
		Revise current version
		Revision date (also update the last
		revision date on the cover page)
		Requires a new deed recording (also
		update the last recording information on the
		cover page)

13.0 DOCUMENTS

Please attach the following:

Transfer Agreement

As per N.J.A.C. 7:8-5.8(b), if the maintenance plan identifies a person other than the developer as having the responsibility for maintenance, the plan shall include documentation of such person's agreement to assume this responsibility, or the developer's obligation to dedicate a stormwater management facility to such person under an applicable ordinance or regulation.

Deed

As per N.J.A.C. 7:8-5.8(d), if the person responsible for maintenance is not a public agency, the maintenance plan and any future revisions shall be recorded upon the deed of record for each property on which the maintenance described in the maintenance plan must be undertaken.

As-Built Drawings with Drainage Plans

As per NJDEP BMP Manual Ch. 8 (Feb., 2004), as-built construction plans of the stormwater management measure and copies of pertinent construction documents, such as laboratory test results, permits, and completion certificates should be included in this Maintenance Plan.

Permeability Test/Infiltration Test Report

As per NJDEP BMP Manual Ch. 8 (Feb., 2004), if a permeability test or infiltration test is required and available, the reports for pre-construction and post-construction testing should be included in this Maintenance Plan.

Local, State, Federal Permits

As per NJDEP BMP Manual Ch. 8 (Feb., 2004), local, state, or federal permits related to the stormwater management measures for this development should be included in this Maintenance Plan. See Cost Estimate Section of This Maintenance Plan for more information.

The requirement to obtain State permits depends on specific circumstances, such as, but not limited to, the specific design of the stormwater management measures, the maintenance actions, the access and disturbance, the disposal methods, the location of disposal, the method to empty a basin, the method to dredge the basin, the pollutants in the basin, the damages to the basin, and the method to repair the basin.

Check Maintenance Guidance in NJDEP Stormwater Management Website for details and links to the relevant permits and program areas (http://www.njstormwater.org).

Safety Regulations and Requirements

As per NJDEP BMP Manual Ch. 8 (Feb., 2004), all local ordinances and state and federal regulations regarding occupational safety should be included in this Maintenance Plan.

Devices/Tools/Equipment Operation and Maintenance Manual and Warranties

As per NJDEP BMP Manual Ch. 8 (Feb., 2004), maintenance, repair, and replacement instructions for specialized, proprietary, and nonstandard equipment, tools, supplies, manufacturers' product instructions, and user manuals should be included in this Maintenance Plan.

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APPENDIX

INSPECTION CHECKLIST/MAINTENANCE ACTIONS: BIORETENTION BASIN

Inspection Checklist / Maintenance Actions Bioretention System

Checklist (circle one): Quarterly / Annual / Monthly / Special Event Inspection

Checklist No. _____ Inspection Date: _____

Date of most recent rain event: _____

Rain Condition (circle one): Drizzle / Shower / Downpour / Other _____

Ground Condition (circle one): Dry / Moist / Ponding / Submerged / Snow accumulation

The inspection items and preventative/corrective maintenance actions listed below represent general requirements. The design engineer and/or responsible party shall adjust the items and actions to better meet the conditions of the site, the specific design targets, and the requirements of regulatory authorities.

	For Inspector		For Maintenance Crew	
Component No. Component Name	Ir	nspection Item and Inspection Item No.	Result	Preventative / Corrective Maintenance Actions
A1	1	Scouring or erosion is present at inlet structure and/or riprap apron	Y N	Check the flow diversion device before the inlet pipe and whether the bypass flow channel is clogged Work Order #
Pretreatment (Forebay)	2	Clogged pipes or excessive sediment in the forebay	Y N	Remove sediment or debris
	3	Damaged outlet structure (e.g., cracking, subsidence, spalling, erosion, or deterioration)	Y N	Repair or replace the outlet structure Work Order #
A2 Pretreatment (MTD)	1	MTD inspection (if installed)	Y N	(If a MTD is used for pretreatment, see Maintenance Manual Provided by the manufacturer)
A3 Pretreatment (Structural BMP)	1	BMP inspection	Y N	(See BMP No Field Manual)
Note:		<u> </u>	-1	

	For Inspector		For Maintenance Crew	
Component No. Component Name	lı I	nspection Item and Inspection Item No.	Result	Preventative / Corrective Maintenance Actions
B Basin Bed	1	Standing water is present after the design drain time The observed drain time is approximately hours.	Y N	Recheck to determine if there is standing water after 72 hours If standing water is present longer than 5 days, report to mosquito commission. Remove any sediment buildup Check the soil permeability Till the soil bed with rotary tiller or disc harrow Replace the planting soil, if necessary Work Order #
	2	Excessive sediment, silt, or trash accumulation on basin bed	Y N	Clean pretreatment system Remove silt, sediment, and trash
	3	Erosion or channelization is present	Y N	Check whether the flow bypass or diversion device is clogged Re-grade the infiltration bed Work Order #
	4	4 Animal burrows/rodents are present		Pest control Work Order #
Note:				

	For Inspector		For Maintenance Crew	
Component No. Component Name	h	Inspection Item and Inspection Item No. Result		Preventative / Corrective Maintenance Actions
	5	Uneven bed	Y	Use light equipment to resurface the bed
Bacin Rod			N	Work Order #
Dasin Deu	6	Evidence of sinkholes or subsidence	Y N	Monitor for sinkhole development
	1	Large spot(s) showing bare soil	Y N	Vegetative cover must be maintained at 85%. Revegetate the entire basin if 50% or more vegetation has been lost. Check Landscaping plan for guidance (if available) Work Order #
C Vegetation	2	Invasive plants are present	Y N	Remove the invasive plants and restore the vegetation in accordance with the landscaping plan Work Order #
	3	3 The vegetation in the basin has been mowed or removed		Revegetate the system in accordance with the vegetation plan Work Order # Note: The vegetation in a bioretention system should not be mowed or removed
Note:		<u> </u>	- 1	

		For Inspector		For Maintenance Crew
Component No. Component Name	Inspection Item and Inspection Item No.		Result	Preventative / Corrective Maintenance Actions
D Bioretention System Embankment	1	Signs of erosion, soil slide or bulges, seeps and wet spots, loss of vegetation, or erosion on the basin slope	Y N	Check for excessive overland runoff flow through the embankment. Check for any sink hole development Direct the overland runoff to the forebay or pretreatment area Restabilize the bank Work Order #
and Side Slopes	2	Overgrown perimeter vegetation	Y N	Mow the vegetation on the perimeter of the embankment Work Order # Note: Mowing of vegetation should only take place in the area outside the basin. Dense vegetation must be maintained in the basin.
	1	Trash or debris accumulation more than 20%	Y N	Clean and remove Determine source of trash and address to reduce future maintenance costs or basin failure
E Outlet	2	Trash rack is damaged or rusted greater than 50% Trash rack is bent, loose, or missing parts	Y N	Repair or replace trash rack Work Order #
	3	Outlet components (e.g., orifice plates or weir plate) skewed, misaligned, or missing	Y N	Repair or replace component Work Order #
4		Discharge pipe apron is eroded or scoured	Y N	Restabilize the discharge riprap apron Work Order #
Note:				

	For Inspector		For Maintenance Crew	
Component No. Component Name	Ir	nspection Item and Inspection Item No.	Result	Preventative / Corrective Maintenance Actions
F	1 Trees or excessive vegetation present		Y N	Remove trees and roots, and restore berms if necessary Work Order #
Emergency — Spillway		Damaged structure	Y N	Repair Work Order #
	1	Fence: broken or eroded parts	Y N	Repair or replace Work Order #
G Miscellaneous	2	Gate: missing gate or lock	Y N	Repair or replace Work Order #
	3	Sign/plate: tiled, missing, or faded	Y N	Repair or replace Work Order #
	Excessive or overgrown 4 vegetation blocking access to the basin		Y N	Clear, trim, or prune the vegetation to allow access for inspection and maintenance Work Order #
Note:				

Follow Up Items (Component No. / Inspection Item No.): _(e.g., B/1, C/2)

Associated Work Orders: #	,#,#,	#, #
Inspector Name	Signature	Date

Report issues to the local authority and mosquito commission as required by local ordinances and regulatory authorities.

File this checklist in the Maintenance Log after performing maintenance.

Preventative Maintenance Record

Corresponding Checklist No. _____ Component No._____, Inspection Item No._____

Work Logs

Activities	Components	Date Completed
Sediment/debris removal	A1/A2/A3 – Pretreatment	
Sediment removal	B – Basin Bed	
should be taken place	D – Bioretention System Embankment and	
when the basin is	Side Slopes	
thoroughly dry.	E – Outlet	
	A1/A2/A3 – Pretreatment	
	B – Basin Bed	
Vegetation removal	D – Basin Embankment and Side Slopes	
	E – Outlet	
	F – Emergency Spillway	
(List additional tasks, if applicable)		

Vegetation is removed by ______ (type of equipment) with minimum disruption to the remaining vegetation.

All use of fertilizers, pesticides, mechanical treatments, and other means to ensure optimum vegetation health must not compromise the intended purpose of the stormwater management measure. The fertilizer applied is ______ (type), and ______ (quantity per usage) is applied ______ (frequency of use).

Debris, sediment, and trash are handled (onsite / by ______ (contractor name) to disposal site ______). (See Part I: Maintenance Plan – Disposal Plan Section)

Crew member:	/	Date:	
	(name/ signature)		

Supervisor:	/	Date	

(name/ signature)

File this Preventative Maintenance Record in the Maintenance Log after performing maintenance.

Corrective Maintenance Record

- 1. Work Order #_____ Date Issued _____
- 2. Issue to be resolved:

(e.g., orifice plate is loose and bent)

3. The issue was from Corresponding Checklist _____, Component No. _____, Inspection Item No. _____.

4. Required Actions

Actions	Planned Date	Date Completed
Install new bolts to fix the orifice plate		
Repair/replace the trash rack		
Restabilize side slope (indicate		
location)		
Repair riprap apron with 100 cubic		
yards of aggregate		
Revegetate		
(If there are additional tasks, list them here.)		

5. **Responsible person(s):**

6. Special requirements

- Time of the season or weather condition :_____
- Tools/equipment:
- Subcontractor (name or specific type):

Approved by _____

/		Date	

(name/signature)

Verification of completion by _____/___Date _____

File this Corrective Maintenance Record in the Maintenance Log after performing maintenance.

INSPECTION CHECKLIST/MAINTENANCE ACTIONS: DETENTION BASIN

Inspection Checklist / Maintenance Actions Extended Detention Basin

Checklist (circle one): Quarterly / Annual / Monthly / Special Event Inspection

Checklist No. _____ Inspection Date: _____

Date of most recent rain event: _____

Rain Condition (circle one): Drizzle / Shower / Downpour / Other _____

Ground Condition (circle one): Dry / Moist / Ponding / Submerged / Snow accumulation

The inspection items and preventative/corrective maintenance actions listed below represent general requirements. The design engineer and/or responsible party shall adjust the items and actions to better meet the conditions of the site, the specific design targets, and the requirements of regulatory authorities.

		For Inspector		For Maintenance Crew
Component No. Component Name	Inspection Item and Inspection Item No. Result		Preventative / Corrective Maintenance Actions	
A1	1	Scouring or erosion is present at inlet structure and/or riprap apron	Y N	Check the flow diversion device before the inlet pipe and whether the bypass flow channel is clogged Work Order #
Pretreatment (Forebay)	2	Clogged pipes or excessive sediment in the forebay	Y N	Remove sediment or debris
	3	Damaged outlet structure (e.g., cracking, subsidence, spalling, erosion, or deterioration)	Y N	Repair or replace the outlet structure Work Order #
A2 Pretreatment (MTD, if installed)	1	MTD inspection	Y N	(If a MTD is used for pretreatment, see manufacturer's maintenance manual)
A3 Pretreatment (Structural BMP)	1	BMP inspection	Y N	(See BMP No Field Manual)

Note:

		For Inspector		For Maintenance Crew
Component No. Component Name	In	spection Item and Inspection Item No.	Result	Preventative / Corrective Maintenance Actions
	1	Observed detention time is longer than the design detention time. Observed detention time is approximately hours.	Y N	Check if outlets are clogged, see section E-Outlet of this checklist
	2	Standing water is present after the design drain time The observed drain time is approximately hours.	Y N	Recheck to determine if there is standing water after 72 hours If standing water is present longer than 5 days, report to mosquito commission Check if the low flow outlet is clogged
В	3	Excessive sediment, silt, or trash accumulation on low flow channel (if applicable)	Y N	Clean pretreatment system Remove silt, sediment, and trash
Basin Bed	4	Excessive sediment, silt, or trash accumulation on basin bed	Y N	Clean pretreatment system Remove silt, sediment, and trash
	5	Erosion or channelization is present	Y N	Check whether the flow bypass or diversion device is clogged Re-grade the basin bed Work Order #
	6	Damaged low flow channel or scouring under the channel	Y N	Check for new runoff source to the drainage area Repair or replace low flow channel Work Order #
Note:				·

	For Inspector			For Maintenance Crew		
Component No. Component Name		spection Item and Inspection Item No.	Result	Preventative / Corrective Maintenance Actions		
	7	Animal burrows/rodents are	Y	Pest control		
В		present	N	Work Order #		
Basin Bed	Q	Liner of the basin is visible and/or is	Y	Repair or replace liner		
	0	damaged (if applicable)	N	Work Order #		
	1	Large spot(s) showing bare soil	Y	Vegetative cover must be maintained at 85%. Revegetate the entire basin if 50% or more vegetation has been lost		
			N	Check Landscaping plan for guidance (if available) Work Order #		
C Vegetation	2	Overgrown vegetation	Y N	Mow/trim the vegetation Work Order #		
	3 Tree growth in the basin		Y N	Clear, trim, or prune the trees according to the original Landscaping Plan Inspect to determine if the tree roots caused any structural damage		
Note:	I	1	1			

	For Inspector		For Maintenance Crew	
Component No. Component Name	Inspection Item and Inspection Item No.		Result	Preventative / Corrective Maintenance Actions
D Basin Embankment and Side Slopes	1	Signs of erosion, soil slide or bulges, seeps and wet spots, loss of vegetation, or erosion on the basin slope	Y N	Check for excessive overland runoff flow through the embankment. Check for any sink hole development Direct the overland runoff to the forebay or pretreatment area Restabilize the bank Work Order #
	1	Trash or debris accumulation more than 20%	Y N	Clean and remove Determine source of trash and address to reduce future maintenance costs or basin failure
	2	Trash rack is damaged or rusted greater than 50% Trash rack is bent, loose, or missing parts	Y N	Repair or replace trash rack Work Order #
E Outlet	3	Outlet components (e.g., orifice plates or weir plate) skewed, misaligned, or missing	Y N	Repair or replace component Work Order #
	4	Discharge pipe apron is eroded or scoured	Y N	Restabilize the discharge riprap apron Work Order #
	5	Standing water is present in the outlet structure longer than 72 hours	Y N	Pump out the standing water Work Order #
Note:	I	· -	<u> </u>	

	For Inspector		For Maintenance Crew	
Component No. Component Name	Inspection Item and Inspection Item No. Re			Preventative / Corrective Maintenance Actions
F Emergency	1	Trees or excessive vegetation present	Y N	Remove trees and roots, and restore berms if necessary Work Order #
Spillway	2	Damaged structure	Y N	Repair Work Order #
	1	Fence: broken or eroded parts	Y N	Repair or replace Work Order #
	2	Gate: missing gate or lock	Y N	Repair or replace Work Order #
G Miscellaneous	3	Sign/plate: tiled, missing, or faded	Y N	Repair or replace Work Order #
	4	Excessive or overgrown vegetation blocking access to the basin	Y N	Clear, trim, or prune the vegetation to allow access for inspection and maintenance Work Order #
Note:				

Follow Up Items (Component No (e.g., B/1, C/2)	o. / Inspection Item No.):	
Associated Work Orders: #	_, #, #, #	, #
Inspector Name	Signature	Date

Report issues to the local authority and mosquito commission as required by local ordinances and regulatory authorities.

File this checklist in the Maintenance Log after performing maintenance.

Preventative Maintenance Record

Corresponding Checklist No. _____ Component No._____, Inspection Item No._____

Work Logs

Activities	Components	Date Completed
Sediment/debris removal	A1/A2/A3 – Pretreatment	
Sediment removal	B – Basin Bed	
should be taken place	D – Basin Embankment and Side Slopes	
when the basin is	E – Outlet	
thoroughly dry		
	A1/A2/A3 – Pretreatment	
	B – Basin Bed	
Vegetation removal	D – Basin Embankment and Side Slopes	
	E – Outlet	
	F – Emergency Spillway	
(List additional tasks, if applicable)		

Vegetation is removed by ______ (type of equipment) with minimum disruption to the remaining vegetation.

All use of fertilizers, pesticides, mechanical treatments, and other means to ensure optimum vegetation health must not compromise the intended purpose of the stormwater management measure. The fertilizer applied is ______ (type), and ______ (quantity per usage) is applied ______ (frequency of use).

Debris, sediment, and trash are handled (onsite / by _____ (contractor name) to disposal site _____). (See Part I: Maintenance Plan – Disposal Plan Section)

Crew member:	/	Date:	
	(name/ signature)		
Supervisor:	/(name/ signature)	Date:	

File this Preventative Maintenance Record in the Maintenance Log after performing maintenance.

Corrective Maintenance Record

- 1. Work Order #_____ Date Issued _____
- 2. Issue to be resolved:

(e.g., orifice plate is loose and bent)

3. The issue was from Corresponding Checklist _____, Component No. (e.g., E – Outlet), Inspection Item No. (e.g., 2, 3).

4. Required Actions

Actions	Planned Date	Date Completed
Install new bolts to fix the orifice plate		
Repair/replace the trash rack		
Restabilize side slope (indicate		
location)		
Repair riprap apron with 100 cubic		
yards of aggregate		
Revegetate		
(List additional tasks, if applicable)		

5. **Responsible person(s):**

6. Special requirements

- Time of the season or weather condition :
- Tools/equipment:______
- Subcontractor (name or specific type):

Approved by ______ Date _____

(name/signature)	
------------------	--

Verification of completion by		/	Date	
	(name/s	signature)		

File this Corrective Maintenance Record in the Maintenance Log after performing maintenance.

INSPECTION CHECKLIST/MAINTENANCE ACTIONS: PERVIOUS PAVEMENT

Inspection Checklist / Maintenance Actions Pervious Pavement System

Checklist (circle one): Quarterly / Annual / Monthly / Special Event Inspection

Checklist No. _____ Inspection Date: _____

Date of most recent rain event: _____

Rain Condition (circle one): Drizzle / Shower / Downpour / Other _____

Ground Condition (circle one): Dry / Moist / Ponding / Submerged / Snow accumulation

The inspection items and preventative/corrective maintenance actions listed below represent general requirements. The design engineer and/or responsible party shall adjust the items and actions to better meet the conditions of the site, the specific design targets, and the requirements of regulatory authorities.

	For Inspector		For Maintenance Crew		
Component No. Component Name		Inspection Item and Inspection Item No.	Result	Preventative / Corrective Maintenance Actions	
A Pretreatment (Vegetative Filter Strip)	1	Poor quality vegetation, erosion, sedimentation, or debris	Y N	(See Vegetative Filter Strip Field Manual)	
B1 Pavement Surface (Porous Pavement)	1	Standing water is present after the design drain time The observed drain time is approximately hours. Excessive sediment or mud accumulation on top of the pavement	Y N	Recheck to determine if there is standing water after 72 hours If standing water is present longer than 5 days, report to mosquito commission. If excessive sediment is present, the system may be clogged - Sweep the surface - Power wash (at 45 degree angle to the top) - Vacuum the surface - Excavate to inspect the storage bed for clogging, replace the storage bed material if it is severely clogged - Check the permeability rate of the subsoil Work Order #	
B 1 Pavement Surface (Porous	2	Cracking, subsidence, spalling, or other damage to the pavement	Y N	Repair according to the manufacturer's procedures and material. See Reference Documents section. Work Order #	
Pavement)	3	Weeds or other vegetation on the porous pavement	Y N	Remove the vegetation	
Note:					

	For Inspector	For Maintenance Crew
Component No. Component Name	Inspection Item and Inspection Item No. Re	esult Preventative / Corrective Maintenance Actions
B 2 Pavement Surface (Permeable Paver)	Standing water is present after the design drain time Y1 The observed drain time is approximately hours	Recheck to determine if there is standing water after 72 hours If standing water is present longer than 5 days, report to mosquito commission. If excessive sediment is present, the system may be clogged - Sweep the surface - Vacuum the surface - Excavate to inspect the storage - bed for clogging, replace the storage bed material if it is severely clogged - Check the permeability rate of the subsoil Work Order #
	2Excessive sediment or mud accumulation on the systemY_N_	 Sweep and/or vacuum surface Replenish aggregate in joints Work Order #
	Cracking, subsidence, spalling, deformation, uneven settlement, broken unit(s), or other damage to the pavers N_	Repair according to the manufacturer's procedures and material. See Reference Documents section. Work Order #
	4 Loss of aggregate between joints N_	_ Replenish aggregate in joint Work Order #
Note:		

		For Inspector		For Maintenance Crew
Component No. Component Name		Inspection Item and Inspection Item No.	Result	Preventative / Corrective Maintenance Actions
C Vegetation (for permeable pavers with vegetation)	1	Vegetation is overgrown	Y N	Remove the vegetation according to the permeable paver manufacturer's instruction Work Order #
	1	Clogged overflow outlet	Y N	Clear and remove sediment
D Outlet	2	Discharge pipe apron is eroded or scoured	Y N	Restabilize the discharge riprap apron Work Order #
Note:				
Follow Up Items (Component No. / Inspection Item No.): _(e.g., B/1, C/2)				
Associated Work Orders: #, #, #, #, #, #				

Inspector Name

Signature

Date

Report issues to the local authority and mosquito commission as required by local ordinances and regulatory authorities.

File this checklist in the Maintenance Log after performing maintenance.

Preventative Maintenance Record

Corresponding Checklist No. _____ Component No._____, Inspection Item No._____

Work Logs

Activities	Components	Date Completed
Sediment/debris removal	A – Pretreament (Vegetative Filter Strip)	
	B1 – Pavement Surface (Porous Pavement)	
	B2 – Pavement Surface (Permeable Paver)	
	D – Outlet	
	A – Pretreament (Vegetative Filter Strip)	
Vegetation removal	B2 – Pavement Surface (Permeable Paver)	
	C – Vegetation	
(List additional tasks, if applicable)		

Debris, sediment, and trash are handled (onsite / by ______ (contractor name) to disposal site ______). (See Part I: Maintenance Plan – Disposal Plan Section)

Crew member:	/	Date:	
	(name/ signature)		
Supervisor:	(name/signature)	Date:	
	(name/ signature)		

File this Preventative Maintenance Record in the Maintenance Log after performing maintenance.

Corrective Maintenance Record

- 1. Work Order #_____ Date Issued _____
- 2. Issue to be resolved:

(e.g., clogged surface)

3. The issue was from Corresponding Checklist No. _____, Component No. _____, Inspection Item No. _____.

4. Required Actions

Actions	Planned Date	Date Completed
Repair pavers		
(If there are additional tasks, list them here.)		

5. Responsible person(s):

6. Special requirements

- Time of the season or weather condition:
- Tools/equipment:
- Subcontractor (name or specific type):_____

Approved by	//	Date
	(name/signature)	

Verification of completion by _____/___Date _____

File this Corrective Maintenance Record in the Maintenance Log after performing maintenance.

PROBABLE ANNUAL COSTS FOR INSPECTION AND PREVENTIVE & CORRECTIVE MAINTENANCE

OPERATION AND MAINTENANCE OF STORMWATER MANAGEMENT STRUCTURES

Location: Block 86.03 | Lot 10.32 Township of Franklin, Somerset County, NJ

	<u>QUANTITY</u>	UNIT	UNIT COST	TOTAL COST
INSPECTION				
Monthly inspection for excessive grass growth	12	Visit	\$250.00	\$3,000,00
Quarterly Inspection for clogging damage sedimentation	4	Visit	\$250.00	\$1,000,00
Inspection for clogging bonding sedimetation after storm event exceeding 1"	5	Visit	\$250.00	\$1,250,00
Annual inspection for erosion scour & damage	1	Visit	\$250.00	\$250.00
Annual time-to-drain tests, condition of outlet valves	1	Visit	\$250.00	\$250.00
· · · · · · · · · · · · · · · · · · ·	Annua	al Inspection	costs	\$5,750.00
PREVENTIVE AND CORRECTIVE MAINTENANCE - DETENTION BASIN			* =0.00	* 4 * * *
Mow I rim grass	3.8	Acres	\$50.00	\$190.00
Unbiock and vacuum stormwater iniets	1	NO	\$20.00	\$20.00
Clean, unblock, and remove sediments from RCP, Manhole	1	Lumpsum	\$1,500.00	\$1,500.00
Clean and unblock basin inlets & outlets	1	No	\$50.00	\$50.00
Clean, unblock,and flush stormwater pipes	716	FI	\$0.75	\$537.00
Replace soil cover	94510	SF	\$1.00	\$94,510.00
Re-establish vegetative cover	94510	SF	\$1.50	\$141,765.00
Clean soil erosion devices (rip-rap)	1	No	\$20.00	\$20.00
Repair riprap	300	SF	\$4.50	\$1,350.00
Repair outlet structures	1	No	\$500.00	\$500.00
Replace outlet valve	1	No	\$550.00	\$550.00
Muck out and re-stabillize bottom of basins	2.17	Acres	\$1,000.00	\$2,170.00
PREVENTIVE AND CORRECTIVE MAINTENANCE - BIORETENTION BASIN				
Use of fertilizers pesticides mechanical treatments and other measures to ensure vegetation health	11	Acres	\$50.00	\$55.00
Establishing/restoring vegetation	11	Acres	\$1 000 00	\$1 100 00
Trim grass using lightweight equipment	0.56	Acres	\$50.00	\$28.00
Inblock and vacuum stormwater inlets	3	No	\$20.00	\$60.00
Clean unblock and remove sediments from manboles	1	Lumnsum	\$1 500 00	\$1 500.00
Clean and unblock basin outlets	3	No	\$50.00	\$150.00
Clean unblock and fluch stormwater nings & underdrains	949	FT	¢00.00 \$0.75	\$711.75
Clean subject and man stringer (ripters & scour boles)	7	No	\$20.00	\$140.00
Densir soil arosin devices (in prapia sour bales)	336	SE	¢4.50	¢1 512 00
Repair outlet structures	3	No	\$500.00	\$1,500.00
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PREVENTIVE AND CORRECTIVE MAINTENANCE - PERVIOUS PAVEMENT				
Keep pervious pavement surface free of sediment by blowing, sweeping or vacuuming	0.23	Acres	\$30.00	\$6.90
Mow/Trim grass	0.23	Acre	\$50.00	\$11.50
Unblock and vacuum cleanouts & inlets	15	No	\$20.00	\$300.00
Clean,unblock,and remove sediments from storm structures	1	Lumpsum	\$1,500.00	\$1,500.00
Clean and unblock outlet	2	No	\$50.00	\$100.00
Repair outlet structures	2	No	\$500.00	\$1,000.00
Replace outlet valve	2	No	\$550.00	\$1,100.00
Clean, unblock,and flush under drains	818	FT	\$0.75	\$613.50

Note: Maintenance shall be carried out when and to the extent of the situation as it arises.

OVERALL GRADING & DRAINGE PLAN & DRAINAGE PLAN 'A' TO 'C'













AS-BUILT SURVEY