



**City of Waukesha**  
 201 Delafield Street  
 Waukesha, WI 53188  
 Tel: 262.542.3700  
 waukesha-wi.gov

## City of Waukesha Cover Sheet

<b>Committee:</b> Board of Public Works	<b>BPW Meeting Date:</b> 3/19/2026
<b>ID Number:</b> ID#26-03143	<b>Ordinance/Resolution Number (if applicable):</b>
<b>Department Submitting:</b> Department of Public Works	<b>Common Council Meeting Date:</b> 4/9/2026
<b>Agenda Item Title:</b> Review and possible action on the Storm Water Management Practice Maintenance Agreement between City of Waukesha and Montessori School of Waukesha, Inc., for the property located at 2600 Summit Avenue.	

<b>Issue Before the Council:</b> The property owner will be constructing storm water facilities at their development site to address storm water quantity and quality requirements. Storm Water Maintenance Agreements are required to be recorded by the City's Storm Water Management Ordinance. The Storm Water Agreement requires that the Owners regularly inspect and maintain the storm water measures installed as part of the development and report the results of the inspection to the City Engineer two times per year. If the Agreement is not approved, then the Owner may not maintain the storm water facilities.
<b>Options &amp; Alternatives:</b> N/A
<b>Additional Details:</b> See attached Storm Water Management Practice Maintenance Agreement.

<b>What is the Strategic Plan Priority this item relates to:</b> N/A
<b>What impact will this item have on the Strategic Plan Priority?</b> N/A

<b>Financial Remarks:</b> There are no immediate costs to the City. This Agreement requires the property owners to arrange to complete future inspections of the storm water facility and provide a copy of the inspection report to the City, as listed in paragraph #3. The Agreement states that the City is able to levy the costs and expenses of inspections, maintenance, or repairs back to the property owner, if the owners do not complete the inspections, as listed in paragraph #5.
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**Suggested Motion:**

Move to approve the Storm Water Management Practice Maintenance Agreement between City of Waukesha and Montessori School of Waukesha, Inc., for the property located at 2600 Summit Avenue.

**Reviewed By:**

<b>City Attorney</b> 	<b>Date Reviewed</b> 12 Mar 2026
<b>Finance Director</b> Joseph P. Ciarro	<b>Date Reviewed</b>
<b>City Administrator</b> Anthony W. Brown 	<b>Date Reviewed</b> 03/12/2026

# Storm Water Management Practice Maintenance Agreement

Document Number

Montessori School of Waukesha Inc, as “Owner” of the property described below, in accordance with Chapter 32 City of Waukesha Storm Water Management and Erosion Control, agrees to install and maintain storm water management practice(s) on the subject property in accordance with approved plans and Storm Water Management Plan conditions. The owner further agrees to the terms stated in this document to ensure that the storm water management practice(s) continues serving the intended functions in perpetuity. This Agreement includes the following exhibits:

**Exhibit A:** Legal Description of the real estate for which this Agreement applies (“Property”).

**Exhibit B:** Location Map(s) – shows an accurate location of each storm water management practice affected by this Agreement.

**Exhibit C:** Maintenance Plan – prescribes those activities that must be carried out to maintain compliance with this Agreement.

Note: After construction verification has been accepted by the City of Waukesha, for all planned storm water management practices, an addendum(s) to this agreement shall be recorded by the Owner showing design and construction details. The addendum(s) may contain several additional exhibits, including certification by City of Waukesha of Storm Water and Erosion Control Permit termination, as described below.

Name and Return Address

City of Waukesha  
201 Delafield Street  
Waukesha, WI 53188

Parcel Identification Number(s) – (PIN)  
WAKC0992158

Through this Agreement, the Owner hereby subjects the Property to the following covenants, conditions and restrictions:

1. The Owner shall be responsible for the routine and extraordinary maintenance and repair of the storm water management practice(s) and drainage easements identified in Exhibit B until Storm Water and Erosion Control Permit termination by the City of Waukesha in accordance with Chapter 32 of the City Code of Ordinances.
2. After Storm Water and Erosion Control Permit termination under 1., the current Owner(s) shall be solely responsible for maintenance and repair of the storm water management practices and drainage easements in accordance with the maintenance plan contained in Exhibit C.
3. The Owner(s) shall, at their own cost, complete inspections of the storm water management practices at the time intervals listed in Exhibit C, and conduct the inspections by a a qualified professional, file the reports with the City of Waukesha after each inspection and complete any maintenance or repair work recommended in the report. The Owner(s) shall be liable for the failure to undertake any maintenance or repairs. After the work is completed by the Contractor, the qualified professional shall verify that the work was properly completed and submit the follow-up report to the City within 30 days.
4. In addition, and independent of the requirements under paragraph 3 above, the City of Waukesha, or its designee, is authorized to access the property as necessary to conduct inspections of the storm water management practices or drainage easements to ascertain compliance with the intent of this Agreement and the activities prescribed in Exhibit C. The City of Waukesha may require work to be done which differs from the report described in paragraph 3 above, if the City of Waukesha reasonably concludes that such work is necessary and consistent with the intent of this agreement. Upon notification by the City of Waukesha of required maintenance or repairs, the Owner(s) shall complete the specified maintenance or repairs within a reasonable time frame determined by the City of Waukesha.
5. If the Owner(s) do not complete an inspection under 3. above or required maintenance or repairs under 4. above within the specified time period, the City of Waukesha is authorized, but not required, to perform the specified inspections, maintenance or repairs. In the case of an emergency situation, as determined by the City of Waukesha, no notice shall be required prior to the City of Waukesha performing emergency maintenance or repairs. The City of Waukesha may levy the costs and expenses of such inspections, maintenance or repair

related actions as a special charge against the Property and collected as such in accordance with the procedures under s. 66.0627 Wis. Stats. or subch. VII of ch. 66 Wis. Stats.

- 6. This Agreement shall run with the Property and be binding upon all heirs, successors and assigns. After the Owner records the addendum noted above, the City of Waukesha shall have the sole authority to modify this agreement upon a 30-day notice to the current Owner(s).

Dated this \_\_\_ day of \_\_\_\_\_, 202\_.

**Owner:**

\_\_\_\_\_  
(Owners Signature)

\_\_\_\_\_  
(Owners Typed Name)

### Acknowledgements

State of Wisconsin:  
County of Waukesha

Personally came before me this \_\_\_ day of \_\_\_\_\_, 202\_ , the above named \_\_\_\_\_  
to me known to be the person who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
[Name]  
Notary Public, Waukesha County, WI  
My commission expires:\_\_\_\_\_.

**This document was drafted by:**  
  
**Excel Engineering-Devin Winter**  
**100 Camelot Drive**  
**Fond du Lac, WI 54935**



City of Waukesha Common Council Approval

Dated this \_\_\_ day of \_\_\_\_\_, 202\_.

\_\_\_\_\_  
Shawn N. Reilly, Mayor

\_\_\_\_\_  
Katie Panella, City Clerk

**Acknowledgements**

State of Wisconsin:  
County of Waukesha

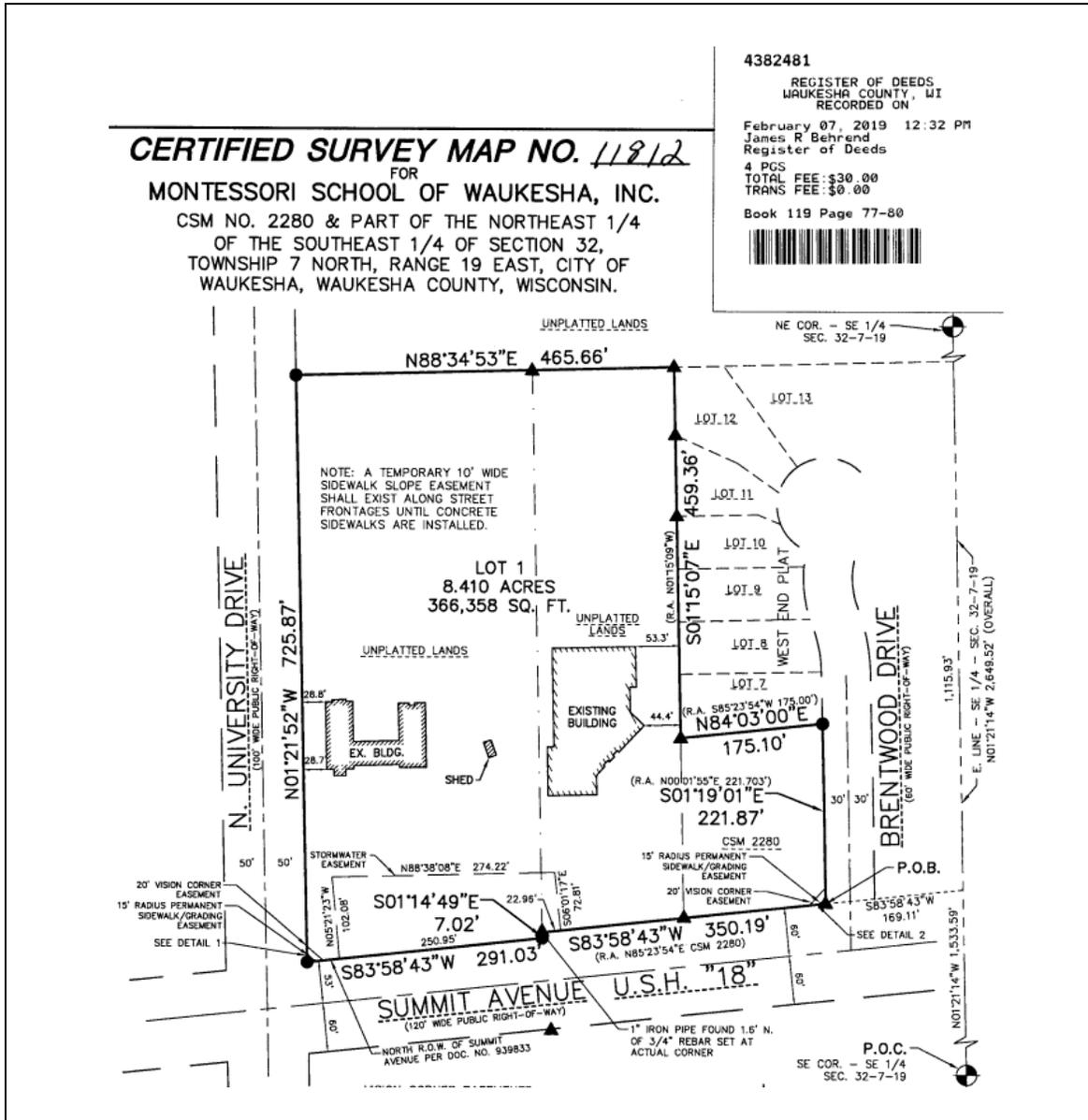
Personally came before me this \_\_\_ day of \_\_\_\_\_, 202\_, the above named \_\_\_\_\_  
to me known to be the person who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
[Name]  
Notary Public, Waukesha County, WI  
My commission expires: \_\_\_\_\_.

# Exhibit A – Legal Description

The following description and reduced copy map identifies the land parcel(s) affected by this Agreement. For a larger scale view of the referenced document, contact the Waukesha County Register of Deeds office.

Project Identifier: **Montessori School of Waukesha Inc** Acres: **8.42**  
 Date of Recording: **02/07/2019**  
 Map Produced By: **Excel Engineering, Inc. 100 Camelot Drive, Fond du Lac, WI**  
 Legal Description: **Lot 1 of CSM 11812, recorded in Book 119, Pages 77-80, as Document No. 4382481. Located in part of the Northeast 1/4 of the Southeast 1/4 of Section 32, Township 17N, Range 19E, City of Waukesha, Waukesha County, Wisconsin.**

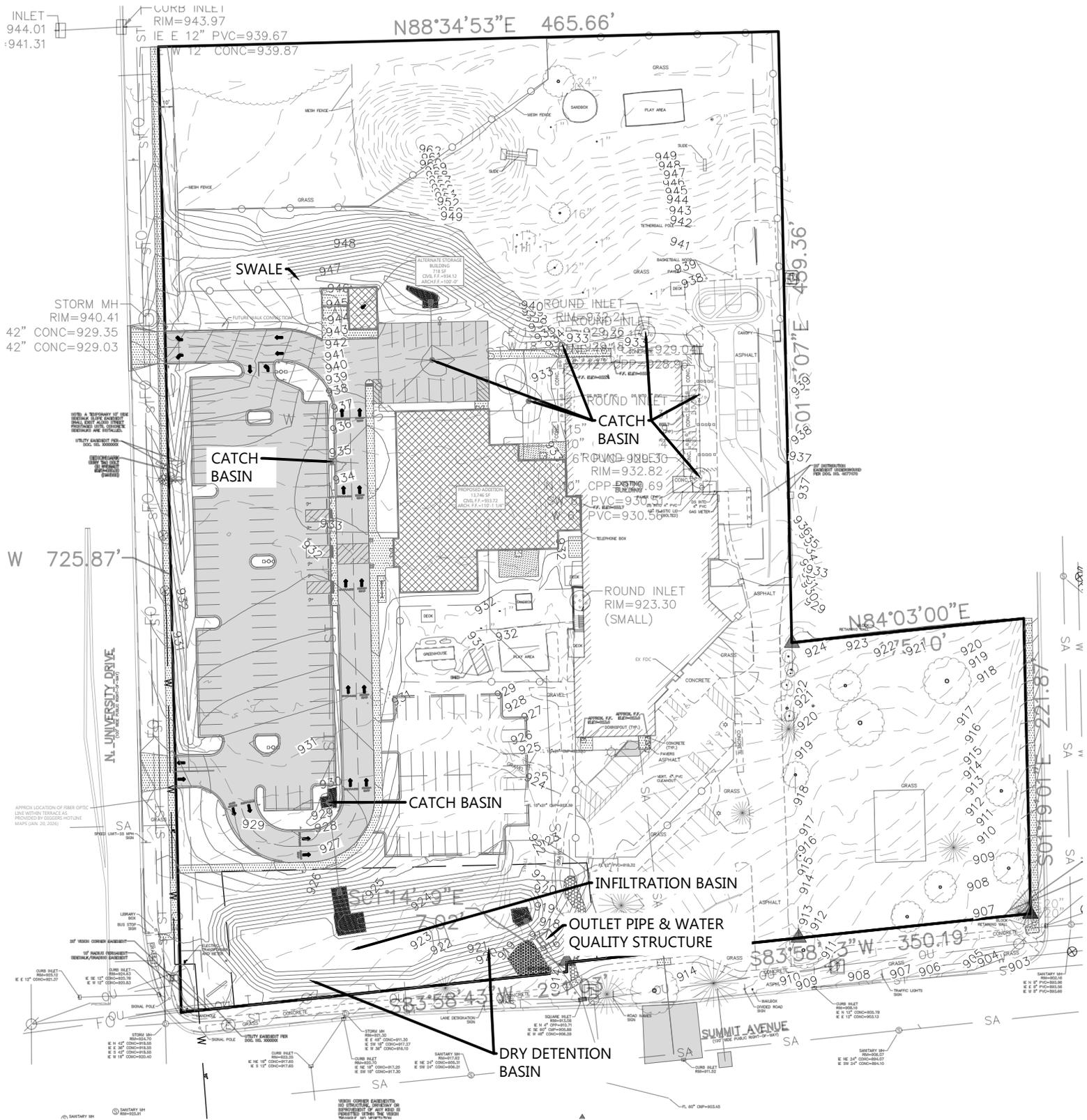


## **Exhibit B - Location Map**

### **Storm Water Management Practices Covered by this Agreement**

The storm water management practices covered by this Agreement are depicted in the reduced copy of a portion of the construction plans, as shown below.

**Project Identifier:**           **Montessori School of Waukesha Inc**  
**Storm Water Practices:**   **Swales, Catch Basin Grates/Sumps, Detention Basin, Water Quality Structure,**  
**Infiltration Basin**  
**Location of Practices:**   **Lot 1 of CSM 11812**



# STORM WATER BMP EXHIBIT



SCALE: 1" = 80' (AT 8.5"X11" SHEET SIZE)



## **Exhibit C**

### **Storm Water Practice Maintenance Plan**

This exhibit explains the basic function of each of the storm water practices listed in Exhibit B and prescribes the minimum maintenance requirements to remain compliant with this Agreement. The maintenance activities listed below are aimed to ensure these practices continue serving their intended functions in perpetuity. The list of activities is not all inclusive, but rather indicates the minimum type of maintenance that can be expected for this particular site. Access to the stormwater practices for maintenance vehicles is shown in Exhibit B. Any failure of a storm water practice that is caused by a lack of maintenance will subject the Owner(s) to enforcement of the provisions listed on page 1 of this Agreement by the City of Waukesha.

#### **System Description:**

The dry detention basin is designed to capture site runoff and maintain pre-development downstream peak flows. The basin has a single slope from the west to the east to the outlet structure. In addition to runoff conveyance, the grass swales also allow infiltration and filtering of pollutants, especially from smaller storms. The basin is designed with a filter structure to reduce sediment loading to the storm system. To do this, the pond size, water level and outlet structures must be maintained as specified in this Agreement (see Figure 1).

The main basin receives runoff from a 5.72 acre drainage area from the north. During high rainfall or snow melt events, the water level will temporarily rise and slowly drain down to the elevation of the outlet pipe leaving the basin dry after a storm event. The water level is controlled by a 6-inch PVC pipe and 10"x18" orifice on the storm filter structure extending through the berm in the southeast corner of the basin (see Figure 1). These orifices control the water level and causes the pond to temporarily rise during runoff events. Rip Rap is placed in front of the orifice to prevent clogging. High flows may enter the grated concrete riser or flow over the rock lined emergency spillway. "As-built" construction drawings of the basin, showing actual dimensions, elevations, outlet structures, etc. will be recorded as an addendum(s) to this agreement within 60 days after City of Waukesha accepts verification of construction from the project engineer.

#### **Minimum Maintenance Requirements:**

To ensure the proper long-term function of the storm water management practices described above, the following activities must be completed:

1. All outlet pipes must be checked monthly to ensure there is no blockage from floating debris or ice, especially the washed stone in front of the 6-inch orifice and the trash rack on the riser in the main basin. Any blockage must be removed immediately. The washed stone must be replaced when it becomes clogged.
2. All lawn areas shall be kept clear of any materials that block the flow of stormwater. Rills and small gullies shall immediately be filled and seeded or have sod placed in them. The lawn shall be kept mowed, tree seedlings shall be removed, and litter shall be removed from landscaped areas.
3. Grass swales shall be preserved to allow free flowing of surface runoff in accordance with approved grading plans. No buildings or other structures are allowed in these areas. No grading or filling is allowed that may interrupt flows in any way.
4. Grass swales, inlets and outlets must be checked after heavy rains (minimum of annually) for signs of erosion. Any eroding areas must be repaired immediately to prevent premature sediment build-up in the downstream basin. Erosion matting is recommended for repairing grassed areas. Mowing shall take place no less than twice per year at a height of no less than three inches. Grasses shall not be allowed to grow to a height that permits branching or bending. Mowing shall only take place when the ground is dry and able to support machinery.
5. Catch basin grates and sumps: the grate openings to these structures must be cleared of any clogging or the blocking of stormwater flow from getting into the stormwater conveyance system of any kind. Sumps shall visually be inspected every 3 months. Siltation shall be removed and disposed of offsite when the sump depth is within 3" of the outlet pipe invert elevation. The removal of siltation should occur a minimum of once per year.
6. NO trees are to be planted or allowed to grow on the earthen berms of stormwater management areas. Tree root systems can reduce soil compaction and cause berm failure. The berms must be inspected annually and any woody vegetation removed.
7. Invasive plant and animal species shall be managed in compliance with Wisconsin Administrative Code Chapter NR 40. This may require eradication of invasive species in some cases.

8. No grading or filling of the basin or berm other than for sediment removal is allowed, unless otherwise approved by the City of Waukesha.
9. Dry basins outlet structures, inlet and outlet pipes shall be kept clear of debris. Non-structurally sound devices shall be replaced. Floating litter and algae shall be removed monthly. All grassed areas, embankments, and flow control devices showing signs of erosion shall be repaired, reinforced, and revegetated immediately to the original plan requirements. Grasses shall not be allowed to grow to a height that permits branching or bending. Mowing shall only take place when the ground is dry and able to support machinery. Every 5 years, beginning in the first summer following completion of the basin (to be completed after detention basin is constructed), the elevations of the pond bottom shall be surveyed to determine the permanent pool depth and sediment depth in the pond. Cleaning, removal, and deposit of silt from the detention pond shall be done by means and methods acceptable to the Wisconsin Department of Natural Resources & City of Waukesha.
10. Storm Filter: At least one scheduled inspection should take place per year with maintenance following as warranted. First, an inspection should be done before the winter season. During the inspection the need for maintenance should be determined and, if disposal during maintenance will be required, samples of the accumulated sediments and media should be obtained. Second, if warranted, a maintenance (replacement of the filter cartridges and removal of accumulated sediments) should be performed during periods of dry weather. See the StormFilter Inspection and Maintenance Procedures included on the following page for all requirements.
11. Periodic mowing of the grass swales will encourage vigorous grass cover and allow better inspections for erosion. Waiting until after August 1 will avoid disturbing nesting wildlife. Mowing around the basin or the forebays may attract nuisance populations of geese to the property and is not necessary or recommended.
12. Infiltration Basin: Inspections shall occur at minimum every 3 months. Inspections shall include the spreader, overflow spillway, and the condition of vegetation. To maintain vegetation, the first mowing of newly planted seed shall occur once it reaches a height of 10 to 12 inches. Mowing shall reduce the height of plants to 5 to 6 inches. After establishment, if burning cannot be accommodated, mowing shall occur once in the fall after November 1<sup>st</sup>. Mowing shall reduce the height of plants to 5 to 6 inches. If burning can take place, beginning the second year, burning shall occur in the early spring prior to May 1<sup>st</sup>, or in late fall after November 1<sup>st</sup>. Burning shall be done two consecutive years and then up to three years can pass before the next burning. Under no circumstances shall burning occur every other year. If standing water is observed over 50% of the basin floor 3 days after rainfall, the basin is considered clogged. If this ever occurs, remove the top 2 to 3 inches, chisel plow and add topsoil and compost. If deep tilling is used, the basin shall be drained and soils dried to a depth of 8 inches. Replant with turf grass. If clogging again occurs, the basin shall be replanted with prairie style vegetation. During winter conditions, all draw down devices in the pond shall be opened to discourage the infiltration of high levels of chlorides. For enclosed basins, the use of chloride deicers shall be limited in the upland areas of the basin. Trash shall be removed as quickly as possible once observed.
13. Any other repair or maintenance needed to ensure the continued function of the storm water practices or as ordered by the City of Waukesha under the provisions listed on page 1 of this Agreement.
14. The titleholder(s) or their designee must document all inspections as specified above. Documentation shall include as a minimum: (a) Inspectors Name, Address and Telephone Number, (b) Date of Inspections, (c) Condition Report of the Storm Water Management Practice, (d) Corrective Actions to be Taken and Time Frame for Completion, (e) Follow-up Documentation after Completion of the Maintenance Activities. All documentation is to be delivered to the attention of the City Engineer at the City of Waukesha Engineering Division by January 31 each year.

## StormFilter Inspection and Maintenance Procedures



## Maintenance Guidelines

The primary purpose of the Stormwater Management StormFilter® is to filter and prevent pollutants from entering our waterways. Like any effective filtration system, periodically these pollutants must be removed to restore the StormFilter to its full efficiency and effectiveness.

Maintenance requirements and frequency are dependent on the pollutant load characteristics of each site. Maintenance activities may be required in the event of a chemical spill or due to excessive sediment loading from site erosion or extreme storms. It is a good practice to inspect the system after major storm events.

## Maintenance Procedures

Although there are many effective maintenance options, we believe the following procedure to be efficient, using common equipment and existing maintenance protocols. The following two-step procedure is recommended::

### 1. Inspection

- Inspection of the vault interior to determine the need for maintenance.

### 2. Maintenance

- Cartridge replacement
- Sediment removal

## Inspection and Maintenance Timing

At least one scheduled inspection should take place per year with maintenance following as warranted.

First, an inspection should be done before the winter season. During the inspection the need for maintenance should be determined and, if disposal during maintenance will be required, samples of the accumulated sediments and media should be obtained.

Second, if warranted, a maintenance (replacement of the filter cartridges and removal of accumulated sediments) should be performed during periods of dry weather.

In addition to these two activities, it is important to check the condition of the StormFilter unit after major storms for potential damage caused by high flows and for high sediment accumulation that may be caused by localized erosion in the drainage area. It may be necessary to adjust the inspection/maintenance schedule depending on the actual operating conditions encountered by the system. In general, inspection activities can be conducted at any time, and maintenance should occur, if warranted, during dryer months in late summer to early fall.

## Maintenance Frequency

The primary factor for determining frequency of maintenance for the StormFilter is sediment loading.

A properly functioning system will remove solids from water by trapping particulates in the porous structure of the filter media inside the cartridges. The flow through the system will naturally decrease as more and more particulates are trapped. Eventually the flow through the cartridges will be low enough to require replacement. It may be possible to extend the usable span of the cartridges by removing sediment from upstream trapping devices on a routine as-needed basis, in order to prevent material from being re-suspended and discharged to the StormFilter treatment system.

The average maintenance lifecycle is approximately 1-5 years. Site conditions greatly influence maintenance requirements. StormFilter units located in areas with erosion or active construction may need to be inspected and maintained more often than those with fully stabilized surface conditions.

Regulatory requirements or a chemical spill can shift maintenance timing as well. The maintenance frequency may be adjusted as additional monitoring information becomes available during the inspection program. Areas that develop known problems should be inspected more frequently than areas that demonstrate no problems, particularly after major storms. Ultimately, inspection and maintenance activities should be scheduled based on the historic records and characteristics of an individual StormFilter system or site. It is recommended that the site owner develop a database to properly manage StormFilter inspection and maintenance programs..





## Inspection Procedures

The primary goal of an inspection is to assess the condition of the cartridges relative to the level of visual sediment loading as it relates to decreased treatment capacity. It may be desirable to conduct this inspection during a storm to observe the relative flow through the filter cartridges. If the submerged cartridges are severely plugged, then typically large amounts of sediments will be present and very little flow will be discharged from the drainage pipes. If this is the case, then maintenance is warranted and the cartridges need to be replaced.

**Warning:** In the case of a spill, the worker should abort inspection activities until the proper guidance is obtained. Notify the local hazard control agency and Contech Engineered Solutions immediately.

To conduct an inspection:

**Important:** Inspection should be performed by a person who is familiar with the operation and configuration of the StormFilter treatment unit and the unit's role, relative to detention or retention facilities onsite.

1. If applicable, set up safety equipment to protect and notify surrounding vehicle and pedestrian traffic.
2. Visually inspect the external condition of the unit and take notes concerning defects/problems.
3. Open the access portals to the vault and allow the system vent.
4. Without entering the vault, visually inspect the inside of the unit, and note accumulations of liquids and solids.
5. Be sure to record the level of sediment build-up on the floor of the vault, in the forebay, and on top of the cartridges. If flow is occurring, note the flow of water per drainage pipe. Record all observations. Digital pictures are valuable for historical documentation.
6. Close and fasten the access portals.
7. Remove safety equipment.
8. If appropriate, make notes about the local drainage area relative to ongoing construction, erosion problems, or high loading of other materials to the system.
9. Discuss conditions that suggest maintenance and make decision as to whether or not maintenance is needed.

## Maintenance Decision Tree

The need for maintenance is typically based on results of the inspection. The following Maintenance Decision Tree should be used as a general guide. (Other factors, such as Regulatory Requirements, may need to be considered).

Please note Stormwater Management StormFilter devices installed downstream of, or integrated within, a stormwater storage facility typically have different operational parameters (i.e. draindown time). In these cases, the inspector must understand the relationship between the retention/detention facility and the treatment system by evaluating site specific civil engineering plans, or contacting the engineer of record, and make adjustments to the below guidance as necessary. Sediment deposition depths and patterns within the StormFilter are likely to be quite different compared to systems without upstream storage and therefore shouldn't be used exclusively to evaluate a need for maintenance.

1. Sediment loading on the vault floor.
  - a. If  $>4$ " of accumulated sediment, maintenance is required.
2. Sediment loading on top of the cartridge.
  - a. If  $>1/4$ " of accumulation, maintenance is required.
3. Submerged cartridges.
  - a. If  $>4$ " of static water above cartridge bottom for more than 24 hours after end of rain event, maintenance is required. (Catch basins have standing water in the cartridge bay.)
4. Plugged media.
  - a. While not required in all cases, inspection of the media within the cartridge may provide valuable additional information.
  - b. If pore space between media granules is absent, maintenance is required.
5. Bypass condition.
  - a. If inspection is conducted during an average rain fall event and StormFilter remains in bypass condition (water over the internal outlet baffle wall or submerged cartridges), maintenance is required.
6. Hazardous material release.
  - a. If hazardous material release (automotive fluids or other) is reported, maintenance is required.
7. Pronounced scum line.
  - a. If pronounced scum line (say  $\geq 1/4$ " thick) is present above top cap, maintenance is required.

## Maintenance

Depending on the configuration of the particular system, maintenance personnel will be required to enter the vault to perform the maintenance.

**Important:** If vault entry is required, OSHA rules for confined space entry must be followed.

Filter cartridge replacement should occur during dry weather. It may be necessary to plug the filter inlet pipe if base flows is occurring.

Replacement cartridges can be delivered to the site or customers facility. Information concerning how to obtain the replacement cartridges is available from Contech Engineered Solutions.

**Warning:** In the case of a spill, the maintenance personnel should abort maintenance activities until the proper guidance is obtained. Notify the local hazard control agency and Contech Engineered Solutions immediately.

To conduct cartridge replacement and sediment removal maintenance:

1. If applicable, set up safety equipment to protect maintenance personnel and pedestrians from site hazards.
2. Visually inspect the external condition of the unit and take notes concerning defects/problems.
3. Open the doors (access portals) to the vault and allow the system to vent.
4. Without entering the vault, give the inside of the unit, including components, a general condition inspection.
5. Make notes about the external and internal condition of the vault. Give particular attention to recording the level of sediment build-up on the floor of the vault, in the forebay, and on top of the internal components.
6. Using appropriate equipment offload the replacement cartridges (up to 150 lbs. each) and set aside.
7. Remove used cartridges from the vault using one of the following methods:

### Method 1:

- A. This activity will require that maintenance personnel enter the vault to remove the cartridges from the under drain manifold and place them under the vault opening for lifting (removal). Disconnect each filter cartridge from the underdrain connector by rotating counterclockwise 1/4 of a turn. Roll the loose cartridge, on edge, to a convenient spot beneath the vault access.

Using appropriate hoisting equipment, attach a cable from the boom, crane, or tripod to the loose cartridge. Contact Contech Engineered Solutions for suggested attachment devices.

- B. Remove the used cartridges (up to 250 lbs. each) from the vault.



**Important:** Care must be used to avoid damaging the cartridges during removal and installation. The cost of repairing components damaged during maintenance will be the responsibility of the owner.

- C. Set the used cartridge aside or load onto the hauling truck.
- D. Continue steps a through c until all cartridges have been removed.

### Method 2:

- A. This activity will require that maintenance personnel enter the vault to remove the cartridges from the under drain manifold and place them under the vault opening for lifting (removal). Disconnect each filter cartridge from the underdrain connector by rotating counterclockwise 1/4 of a turn. Roll the loose cartridge, on edge, to a convenient spot beneath the vault access.
- B. Unscrew the cartridge cap.
- C. Remove the cartridge hood and float.
- D. At location under structure access, tip the cartridge on its side.
- E. Empty the cartridge onto the vault floor. Reassemble the empty cartridge.
- F. Set the empty, used cartridge aside or load onto the hauling truck.
- G. Continue steps a through e until all cartridges have been removed.

8. Remove accumulated sediment from the floor of the vault and from the forebay. This can most effectively be accomplished by use of a vacuum truck.
9. Once the sediments are removed, assess the condition of the vault and the condition of the connectors.
10. Using the vacuum truck boom, crane, or tripod, lower and install the new cartridges. Once again, take care not to damage connections.
11. Close and fasten the door.
12. Remove safety equipment.
13. Finally, dispose of the accumulated materials in accordance with applicable regulations. Make arrangements to return the used **empty** cartridges to Contech Engineered Solutions.

## Related Maintenance Activities - Performed on an as-needed basis

StormFilter units are often just one of many structures in a more comprehensive stormwater drainage and treatment system.

In order for maintenance of the StormFilter to be successful, it is imperative that all other components be properly maintained. The maintenance/repair of upstream facilities should be carried out prior to StormFilter maintenance activities.

In addition to considering upstream facilities, it is also important to correct any problems identified in the drainage area. Drainage area concerns may include: erosion problems, heavy oil loading, and discharges of inappropriate materials.

## Material Disposal

The accumulated sediment found in stormwater treatment and conveyance systems must be handled and disposed of in accordance with regulatory protocols. It is possible for sediments to contain measurable concentrations of heavy metals and organic chemicals (such as pesticides and petroleum products). Areas with the greatest potential for high pollutant loading include industrial areas and heavily traveled roads.

Sediments and water must be disposed of in accordance with all applicable waste disposal regulations. When scheduling maintenance, consideration must be made for the disposal of solid and liquid wastes. This typically requires coordination with a local landfill for solid waste disposal. For liquid waste disposal a number of options are available including a municipal vacuum truck decant facility, local waste water treatment plant or on-site treatment and discharge.



# Inspection Report

Date: \_\_\_\_\_ Personnel: \_\_\_\_\_

Location: \_\_\_\_\_ System Size: \_\_\_\_\_ Months in Service: \_\_\_\_\_

System Type: Vault  Cast-In-Place  Linear Catch Basin  Manhole  Other: \_\_\_\_\_

Sediment Thickness in Forebay: \_\_\_\_\_ Date: \_\_\_\_\_

Sediment Depth on Vault Floor: \_\_\_\_\_

Sediment Depth on Cartridge Top(s): \_\_\_\_\_

Structural Damage: \_\_\_\_\_

Estimated Flow from Drainage Pipes (if available): \_\_\_\_\_

Cartridges Submerged: Yes  No  Depth of Standing Water: \_\_\_\_\_

StormFilter Maintenance Activities (check off if done and give description)

Trash and Debris Removal: \_\_\_\_\_

Minor Structural Repairs: \_\_\_\_\_

Drainage Area Report \_\_\_\_\_

Excessive Oil Loading: Yes  No  Source: \_\_\_\_\_

Sediment Accumulation on Pavement: Yes  No  Source: \_\_\_\_\_

Erosion of Landscaped Areas: Yes  No  Source: \_\_\_\_\_

Items Needing Further Work: \_\_\_\_\_

Owners should contact the local public works department and inquire about how the department disposes of their street waste residuals.

Other Comments:

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Review the condition reports from the previous inspection visits.

# StormFilter Maintenance Report

Date: \_\_\_\_\_ Personnel: \_\_\_\_\_

Location: \_\_\_\_\_ System Size: \_\_\_\_\_

System Type: Vault  Cast-In-Place  Linear Catch Basin  Manhole  Other: \_\_\_\_\_

List Safety Procedures and Equipment Used: \_\_\_\_\_

## System Observations

Months in Service: \_\_\_\_\_

Oil in Forebay (if present): Yes  No

Sediment Depth in Forebay (if present): \_\_\_\_\_

Sediment Depth on Vault Floor: \_\_\_\_\_

Sediment Depth on Cartridge Top(s): \_\_\_\_\_

Structural Damage: \_\_\_\_\_

## Drainage Area Report

Excessive Oil Loading: Yes  No  Source: \_\_\_\_\_

Sediment Accumulation on Pavement: Yes  No  Source: \_\_\_\_\_

Erosion of Landscaped Areas: Yes  No  Source: \_\_\_\_\_

## StormFilter Cartridge Replacement Maintenance Activities

Remove Trash and Debris: Yes  No  Details: \_\_\_\_\_

Replace Cartridges: Yes  No  Details: \_\_\_\_\_

Sediment Removed: Yes  No  Details: \_\_\_\_\_

Quantity of Sediment Removed (estimate?): \_\_\_\_\_

Minor Structural Repairs: Yes  No  Details: \_\_\_\_\_

Residuals (debris, sediment) Disposal Methods: \_\_\_\_\_

Notes:

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800-338-1122

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#### Support

- Drawings and specifications are available at [www.conteches.com](http://www.conteches.com).
- Site-specific design support is available from our engineers.

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