

# Sub-Surface (Underground) and Green Roof Annual Inspection and Maintenance Logs

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# Maintenance Logs According to Code

## New Castle County, Delaware, Code of Ordinances, Part II Code Section 12.06.001, Subsection B, item 4

*“...A stormwater management facility inspection and maintenance log shall be maintained by the property owner(s) on a form obtainable from the Department of Special Services”.*

*“The property owner(s) must submit the maintenance log to the Department of Special Services on an annual basis. The maintenance log must be certified and provide that required maintenance has been performed”.*



# Sub-Surface Facility Inspections and Maintenance

- ✓ *A minimum of two to four inspections (or the number specified on the O&M Plan) must be performed each year.*
- ✓ *Subsurface (underground) facilities are to be maintained in accordance with the manufacturer or design engineer's recommendations as listed in the Operations and Maintenance (O&M) Plan or the Maintenance and Inspection Plan*
- ✓ *The maintenance schedule will either be noted on the As-Built Plan or in a separate document.*
- ✓ *Should the facility require entry, all local and OSHA regulations for confined space entry must be followed.*



## Sub-Surface (Underground) Logs

Maintain a separate log for each facility

At a minimum, each log must contain:

- ✓ *The Date in Which an Inspection was Conducted*
- ✓ *Any Noted Deficiencies or Necessary Repairs*
- ✓ *A Description of the Maintenance Performed*
- ✓ *The Owner's Name and Signature Certifying that the Information Provided is Correct*
- ✓ *The Contractor's Information and Signature, and*
- ✓ *Before and after Photos of the Completed Maintenance and/or Repairs are to be Attached*



**2018 ANNUAL INSPECTION LOG FOR SUB-SURFACE  
STORMWATER MANAGEMENT FACILITIES**



Site Name: \_\_\_\_\_

Unit ID#: \_\_\_\_\_

Facility Location: \_\_\_\_\_

Facility Type: \_\_\_\_\_

A minimum of two to four inspections (or the number specified on the Operations and Maintenance Plan) must be performed each year. Below, please complete the date of inspection, note any area in need of maintenance and/or repairs, and on the second page, describe the maintenance performed to correct the deficiency. **Complete a separate log for each facility.**

Date of Inspection	Trash/Floating Debris	Sediment	Structural Issues	Blocked Inlet/Outlet	Facility Holding Water	Other

Owner's Name (Please Print): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner or Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2018 ANNUAL MAINTENANCE AND REPAIRS FOR SUB-SURFACE**



***STORMWATER MANAGEMENT FACILITIES***

Site Name: \_\_\_\_\_

Unit ID #: \_\_\_\_\_

Facility Location: \_\_\_\_\_

Facility Type: \_\_\_\_\_

\*Describe the maintenance performed to remedy any deficiencies noted on the inspection log and the date on which it was performed. **Attach before and after photos of the maintenance and/or repairs completed.**

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Contractor's Name: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

Return completed logs to: New Castle County, Department of Public Works, Attn: Carolyn Magnotti, via mail to: 187-A Old Churchman's Road, New Castle, DE 19720, fax: (302) 395-5802, or email: [carolyn.magnotti@newcastlede.gov](mailto:carolyn.magnotti@newcastlede.gov). All **maintenance is to be completed by December 31, 2018** and the logs returned no later than **January 31, 2019**.

# Green Roof Facility Inspections and Maintenance

- ✓ *Green Roof facilities should be inspected once per month, as needed for establishment, to address any functional or structural concerns, or in accordance with the Operations and Maintenance (O&M) Plan.*
- ✓ *Inspections and maintenance should be performed by a qualified professional.*
- ✓ *The maintenance schedule will either be noted on the As-Built Plan or in a separate document.*



# Green Roof Logs

**Maintain a separate log for each facility**

**At a minimum, each log must contain:**

- ✓ *The Date in Which an Inspection was Conducted*
- ✓ *Any Maintenance Needed*
- ✓ *A Description of the Completed Maintenance*
- ✓ *The Owner's Name and Contact Information*
- ✓ *The Inspector's Information and Signature, and*
- ✓ *Before and After Photos of the Completed Maintenance are to be Attached*





# GREEN ROOF

2018

## ANNUAL INSPECTION AND MAINTENANCE LOG

Site Name: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Location: \_\_\_\_\_ Facility Unit ID #: \_\_\_\_\_

Owner's Name (Please Print): \_\_\_\_\_

Inspector: \_\_\_\_\_

Name

Email Address

Address

Phone Number

Inspector's Signature: \_\_\_\_\_

- A qualified professional should perform the inspection and submit one maintenance log per year per facility.
- Return completed logs, no later than **January 31, 2019**, to:  
New Castle County, Department of Public Works,  
ATTN: Carolyn Magnotti, 187-A Old Churchman's Road, New Castle, DE 19720,  
or EMAIL: [cmagnotti@nccde.org](mailto:cmagnotti@nccde.org), or FAX: (302) 395-5802
- This facility should be inspected frequently (once a month) or as needed for plant establishment, leaks, and other functional or structural concerns or in accordance with the Operation and Maintenance Plan (O&M).
- The use of herbicide, insecticides, fungicides, and fertilizers should be avoided, since their presence could hasten degradation of the waterproof membrane. Irrigation is required for plant establishment during the first year. After the first year, maintenance consists of trash and debris removal, weeding of invasive species, and membrane inspections.
- Digital Photos of Inspection and Completed Maintenance are required and must be attached.



## ANNUAL INSPECTION AND MAINTENANCE LOG

Inspection Item	Inspection Completed (Yes / No)	Maintenance Needed (Yes/No)	Dates of Inspection and Completed Maintenance / Comments / Description of Issues
<b>Debris Removal (Monthly)</b>			
Leaf, trash, or debris on roof surface			
Blockage of debris screen for gutter or overflow			
<b>Vegetation (Monthly)</b>			
Plants are healthy and amount are consistent with O&M Plan			
Plant replacement / bare spots			
Weeding /mowing / trimming			
<b>Growing Media/ Soil Substrate (Annual)</b>			
Media is level / thickness per plan			
Erosion			
<b>Structural Components (Annual)</b>			
Irrigation system leaking (if applicable)			
Spalling or cracking of structural parts			
Access/ maintenance routed free of debris and maintained			
Tears or perforation in membrane or geotextile fabric			
Interior building leaks			
Structural Deterioration			



Questions??