

## Property Manager's Stormwater Calendar

(If any of these items are not included in your existing contract, you may consider adding them)

DESCRIPTION	MONTHLY	QUARTERLY	ANNUALLY	Future Budget	COMMENTS
<b>STORMWATER SYSTEMS</b>					
Locate "Paving and Drainage" plans					Keep in office
Inspect all catch basin inlets			X		Inspect annually; cleaning as needed for certification and compliance
Routine cleaning of drainage inlets and pipes			X		
Mow & clear all swales & retention areas	X				Look for large clumps of grass in swale areas (indicates a hidden storm drain)
Sweep off tops of grates	X				Make sure leaves and debris are cleared off all of the storm drains
Keep curb cuts and flumes clear	X				Check high ridges in grass at the edge of parking lots
Look for dislodged grates	X				Liability issue
Check for blocked outfall pipes	X				
Check for landscaping or hedges near storm drains	X				
Install bleeder notches if none exist				X	As Necessary
Connect all inlets				X	As Necessary
Install French drains or "socks"				X	As Necessary
Install concrete collars around all inlets in grass areas				X	