

Date	_____	<b>Purpose of visit</b>		<b>Rainfall conditions</b>	
Location	_____	<input type="checkbox"/> Maintenance		<input type="checkbox"/> Rainfall today (___ mm)	
Asset name	_____	<input type="checkbox"/> Response to complaint		<input type="checkbox"/> Rainfall in last 3 days (___ mm)	
Asset ID	_____	<input type="checkbox"/> Other (specify)	_____	<input type="checkbox"/> No recent rainfall	
Maintained by (name/company)	_____				

Functional component		Maintenance response and information	Maintenance completed <i>Circle Y (yes), N (no) or NA (not applicable) and write what maintenance was done in the 'Notes' section.</i>			
<b>Surrounds and other infrastructure</b>						
	Damage or removal of structures	<b>Response:</b> Rectification works for structural issues to be undertaken immediately. <b>Information:</b> Refer to Works as Executed plans for specifications for structural repairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notes:
<b>1 Inlet</b>						
1a	Blockage	<b>Response:</b> Unblock inlet pipes. Remove sediment from inflow areas. <b>Information:</b> Waste must be transported to a waste facility that is appropriately licensed to accept such waste (if there is no opportunity for reuse on-site). A pit is considered a confined space, requiring safety equipment and training. If the inlet is cleaned regularly, it can reduce the amount of litter, debris and sediment accumulating on the filter surface.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notes:
1b	Erosion	<b>Response:</b> Re-profiling using hand tools or light machinery. Replant if required. <b>Information:</b> Typically required after heavy rainfall.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notes:
<b>2 Inlet sediment pits and forebays</b>						
2a	Blockage	<b>Response:</b> Unblock inlet sediment pits. Remove sediment from inflow areas. <b>Information:</b> Waste must be transported to a waste facility that is appropriately licensed to accept such waste (if there is no opportunity for reuse on-site). A pit is considered a confined space, requiring safety equipment and training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notes:
2b	Permeability and clogging	<b>Response:</b> Remove sediment and debris from drainage holes and ensure permeability. <b>Information:</b> Waste must be transported to a waste facility that is appropriately licensed to accept such waste (if there is no opportunity for reuse on-site). A pit is considered a confined space, requiring safety equipment and training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notes:
<b>3 Batters</b>						
3a	Erosion	<b>Response:</b> Re-profiling using hand tools or light machinery. Replant if required. <b>Information:</b> Typically required after heavy rainfall.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notes:
3b	Plant health	<b>Response:</b> Variable weekly watering for the first 6-8 weeks (until plants are established and actively growing) especially in dry weather. <b>Information:</b> Watering during the plant establishment phase is important to enable quick plant establishment. Watering during dry periods after establishment may be required to prevent plant death.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notes:
3c	Plant cover	<b>Response:</b> Replant vegetation to achieve desired plant coverage. <b>Information:</b> Only use approved species for planting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notes:

Functional component		Maintenance response and information	Maintenance completed <i>Circle Y (yes), N (no) or NA (not applicable) and write what maintenance was done in the 'Notes' section.</i>	
3d	Litter and debris	<p><b>Response:</b> Manually remove litter.</p> <p><b>Information:</b> Contact with sharp objects is a risk when removing litter. All workers must follow WHS practices to reduce risk, including wearing personal protective equipment. Forks and tongs may be used for litter pick ups.</p> <p>Note: all disposal procedures are to adhere with NSW EPA and local authorities' requirements.</p>	Y	N NA Notes:
3e	Vehicle or pedestrian damage	<p><b>Response:</b> Rectification works for structural issues to be undertaken immediately. Replace lost plants and reprofile filter surface if affected.</p> <p><b>Information:</b> Refer to Works as Executed plans for specifications for structural repairs.</p>	Y	N NA Notes:
3f	Weeds	<p><b>Response:</b> Remove weeds by using small shovels, mattocks or similar. Any trimmed or removed plant material must be taken off-site and disposed of appropriately.</p> <p><b>Information:</b> The composition of plant species in the biofilter may change over time and vary from the original planting schedule. The system should be left to reach its own balance of plant composition (excluding weeds) provided the system is functioning as intended. If replanting is required, look at what species are performing well. Remove weeds before they flower and seed.</p> <p>Note: use of herbicides may compromise the integrity and performance of filter medium.</p> <p>Categories of weeds can be found on the NSW WeedWise website at: <a href="http://weeds.dpi.nsw.gov.au/Weeds/Categories">weeds.dpi.nsw.gov.au/Weeds/Categories</a></p>	Y	N NA Notes:
<b>4</b>	<b>Biofilter surface</b>			
4a	Erosion	<p><b>Response:</b> Re-profiling using hand tools or light machinery. Replant if required. Filter surface should be flat and even.</p> <p><b>Information:</b> Typically required after heavy rainfall. For smaller incidents of scour and erosion, try transplanting some plants from a denser vegetated part of the biofilter. If you require further investigation into a current issue, refer to Water by Design (2012) <i>Rectifying Vegetated Stormwater Assets</i>.</p>	Y	N NA Notes:
4b	Extended detention depth	<p><b>Response:</b> Remove overfilled material and re-level filter surface to include the extended detention depth as specified on the Works as Executed plans.</p> <p><b>Information:</b> The depths of the material should meet those specified in the Works as Executed plans.</p>	Y	N NA Notes:
4c	Leaf litter	<p><b>Response:</b> Manually remove litter.</p> <p><b>Information:</b> The filter media should not be compressed during maintenance and monitoring activities as this can damage the underdrainage and reduce infiltration capacity. Forks and tongs may be used for litter pick ups.</p>	Y	N NA Notes:
4d	Permeability and clogging	<p><b>Response:</b> If filter media is clogged, remove and replace media. Reprofile area and replant as required. Remove any algal presence by removing the top layer of filter media using a shovel and replace top layer of filter media and plants. Reprofile if required.</p> <p><b>Information:</b> Conduct the hydraulic conductivity test in line with <i>Adoption Guidelines for Stormwater Biofiltration Systems (2015)</i> measurement of hydraulic conductivity. If the cover of moss or algal growth is &gt;10%, refer to Water by Design (2012) <i>Rectifying Vegetated Stormwater Assets</i>.</p> <p>Note: the minimum hydraulic conductivity as defined by ASTM F1815-06 is to be a minimum of 100 mm/hr.</p>	Y	N NA Notes:
4e	Plant health	<p><b>Response:</b> Variable weekly watering for the first 6-8 weeks (until plants are established and actively growing) especially in dry weather.</p> <p><b>Information:</b> Watering during the plant establishment phase is important to enable quick plant establishment. Watering during dry periods after establishment may be required to prevent plant death.</p>	Y	N NA Notes:

Functional component		Maintenance response and information	Maintenance completed <i>Circle Y (yes), N (no) or NA (not applicable) and write what maintenance was done in the 'Notes' section.</i>	
4f	Plant cover	<b>Response:</b> Replant vegetation to achieve desired plant coverage. <b>Information:</b> Only use approved species for planting.	<input type="checkbox"/> Y	<input type="checkbox"/> N <input type="checkbox"/> NA Notes:
4g	Litter and debris	<b>Response:</b> Manually remove litter. <b>Information:</b> Contact with sharp objects is a risk when removing litter. All workers must follow WHS practices to reduce risk, including wearing personal protective equipment. Forks and tongs may be used for litter pick ups. Note: all disposal procedures are to adhere with NSW EPA and local authorities' requirements.	<input type="checkbox"/> Y	<input type="checkbox"/> N <input type="checkbox"/> NA Notes:
4h	Sediment accumulation	<b>Response:</b> If accumulated sediment is present on the surface, remove by flat shovel, rake filter media and restore to design levels if required. Replacement of vegetation may be required. <b>Information:</b> Waste must be transported to a waste facility that is appropriately licensed to accept such waste (if there is no opportunity for reuse on-site).	<input type="checkbox"/> Y	<input type="checkbox"/> N <input type="checkbox"/> NA Notes:
4i	Surface levels	<b>Response:</b> Reprofile the filter surface to ensure a flat and even surface. The filter media should be low enough to allow for adequate extended detention depth. <b>Information:</b> Ensure the filter media is NOT filled up to the invert level of the inlet.	<input type="checkbox"/> Y	<input type="checkbox"/> N <input type="checkbox"/> NA Notes:
4j	Weeds	<b>Response:</b> Remove weeds by using small shovels, mattocks or similar. Any trimmed or removed plant material must be taken off-site and disposed of appropriately. <b>Information:</b> The composition of plant species in the biofilter may change over time and vary from the original planting schedule. The system should be left to reach its own balance of plant composition (excluding weeds) provided the system is functioning as intended. If replanting is required, look at what species are performing well. Remove weeds before they flower and seed. Note: use of herbicides may compromise the integrity and performance of filter medium. Categories of weeds can be found on the NSW WeedWise website at: <a href="http://weeds.dpi.nsw.gov.au/Weeds/Categories">weeds.dpi.nsw.gov.au/Weeds/Categories</a>	<input type="checkbox"/> Y	<input type="checkbox"/> N <input type="checkbox"/> NA Notes:
<b>5 Outlet, overflow pit and inspection pipes</b>				
5a	Blockage	<b>Response:</b> Unblock outlet pipes. Remove sediment from outflow areas. <b>Information:</b> Waste must be transported to a waste facility that is appropriately licensed to accept such waste (if there is no opportunity for reuse on-site). A pit is considered a confined space, requiring safety equipment and training.	<input type="checkbox"/> Y	<input type="checkbox"/> N <input type="checkbox"/> NA Notes:
5b	Inspection pipes	<b>Response:</b> Flush underdrain pipes using a water jet or pipe snake until a clear stream of water is present at the base of the outlet pit. If a saturated zone is present, the saturated zone should be drained before flushing out underdrain pipes. <b>Information:</b> Most underdrain pipes rarely need flushing and some underdrain systems are not connected to an outlet pit which makes inspection and flushing impossible. The inspection openings are often covered by vegetation and you may need to refer to the Works as Executed plans to find their location. Underdrainage pipes can be damaged if the water jet is too strong.	<input type="checkbox"/> Y	<input type="checkbox"/> N <input type="checkbox"/> NA Notes:
5c	Erosion	<b>Response:</b> Re-profiling using hand tools or light machinery. Replant if required. <b>Information:</b> Typically required after heavy rainfall.	<input type="checkbox"/> Y	<input type="checkbox"/> N <input type="checkbox"/> NA Notes:

Other: