MAINTENANCE SHEET – Vegetated buffer strip and swale

PENRITH CITY COUNCIL

Date _____

Location _____

Asset name _____

Asset ID _____

Maintained by (name/company) _____

Purpose of visit

☐ Maintenance

☐ Response to complaint

☐ Other (specify) _____

Rainfall conditions

☐ Rainfall today (___ mm)

☐ Rainfall in last 3 days (___mm)

☐ No recent rainfall

Functional component		Maintenance response and information	Maintenance completed *Circle Y (yes), N (no) or NA (not applicable) and write what maintenance was done in the 'Notes' section.*
	Surrounds and other infrastructure		
	Damage or removal of structures	**Response:** Rectification works for structural issues to be undertaken immediately. **Information:** Refer to Works as Executed plans for specifications for structural repairs.	Y N NA Notes:
1	**Inlet**		
1a	Blockage	**Response:** Clear inlet of sediment and debris. **Information:** 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 in the swale. For buffers and swales that receive runoff along the side of a paved surface, sediment generally accumulates at the boundary between the paved surface and swale/buffer.	Y N NA Notes:
1b	Erosion	**Response:** Re-profiling using hand tools or light machinery. Replant if required. **Information:** Typically required after heavy rainfall.	Y N NA Notes:
2	**Vegetated base and batters**		
2a	Erosion	**Response:** Re-profiling using hand tools or light machinery. Replant if required. **Information:** Typically required after heavy rainfall.	Y N NA Notes:
2b	Plant health	**Response:** Variable weekly watering for the first 6-8 weeks (until plants are established and actively growing) especially in dry weather. If required, mow grass/trim plants using a catcher. Any trimmed or removed plant material must be taken off-site and disposed of appropriately. **Information:** 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.	Y N NA Notes:
2c	Plant cover	**Response:** Maintain between 6-10 plants per m^2. Carry out infill planting as required (using the original planting density scheduled). **Information:** Plants should be evenly spaced to prevent localised erosion.	Y N NA Notes:
2d	Litter and debris	**Response:** Manually remove litter. **Information:** 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.	Y N NA Notes:

Functional component		Maintenance response and information	Maintenance completed *Circle Y (yes), N (no) or NA (not applicable) and write what maintenance was done in the 'Notes' section.*
2e	Sediment accumulation	**Response:** If accumulated sediment is present on the surface, remove by flat shovel, rake treatment surface and restore to design levels if required. Vegetation replacement may be required. **Information:** 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.	Y N NA Notes:
2f	Standing water or boggy conditions	**Response:** Ensure swale/buffer is sloped towards the outlet so water can drain. Reprofile any local depressions or mounds so the swale/buffer is as even as possible. Replant if necessary. **Information:** Standing water is a good indicator that the swale/buffer is not sloped adequately towards the outlet.	Y N NA Notes:
2g	Surface levels	**Response:** Ensure swale/buffer is sloped towards the outlet so water can drain. Reprofile any local depressions or mounds so the swale/buffer is as even as possible. Replant if necessary. **Information:** Standing water is a good indicator that the swale/buffer is not sloped adequately towards the outlet.	Y N NA Notes:
2h	Weeds	**Response:** Remove weeds by using small shovels, mattocks or similar. Any trimmed or removed plant material must be taken off-site and disposed of appropriately. **Information:** The composition of plant species in the swale or buffer system 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. Herbicides should be avoided and only those suitable for use near waterways may be used to protect downstream receiving waterways.	Y N NA Notes:
3	**Outlet**		
3a	Blockage	**Response:** Unblock outlet pipes. Remove sediment from outflow areas. **Information:** 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.	Y N NA Notes:
3b	Erosion	**Response:** Re-profiling using hand tools or light machinery. Replant if required. **Information:** Typically required after heavy rainfall.	Y N NA Notes:

Other: