**[Organization Name]**

**OPERATION & MAINTENANCE PLAN**

**FOR**

**[PROJECT NAME]**

**Inspection Schedule**

By December 31st of each year following final completion of the Project, the [Organization] must prepare and submit to MWRDGC a report using the inspection form attached to this Operation & Maintenance (O&M) Plan detailing its annual inspection, signed by the head of the department responsible for maintenance duties. The report must also include clear photographs that show the condition of the entire Project area. For the first three years, MWRDGC and the [Organization] will conduct joint annual inspections. Beginning in the fourth year and continuing through the required maintenance cycle indicated in the IGA, the [Organization] will conduct solo inspections to ensure the work as described in this O&M Plan is being properly conducted.

**Permeable Pavement Systems O&M Plan**

The minimum Operation & Maintenance (O&M) requirements outlined in this document shall be incorporated into the [Organization]‘s inspection and maintenance regimen and shall contain specific information for each Best Management Practice (BMP). Upon completion of project construction, the following O&M procedures shall take effect and be conducted per the terms of the IGA from the date that construction was completed.

1. Permeable pavement systems shall be inspected annually and after a rainfall exceeding 1.5 inches. Any corrective actions determined in the inspection should be performed in a timely manner. Inspections shall follow the attached Inspection Form.
	1. Joint filler in a permeable pavement system must be kept flush with the top of brick.
	2. Remove any vegetation growth.
	3. Inspect observation wells verify that the aggregate storage reservoir is drawing down effectively.
	4. Inspect all drainage structures for proper operation.
	5. Repair any settlement, deformations or cracking that are significant enough to adversely impact the function of the overall permeable pavement system.
2. The Owner shall keep records of all inspections and significant maintenance activities.
3. Landscaped areas adjacent to permeable pavement systems shall be maintained to prevent soil or other debris from clogging the permeable pavement system.
4. Surface cleaning of the permeable pavement shall occur at least three (3) times per year (Spring, Summer, and Fall) and following any rainfall exceeding 1.5 inches.
	1. If surface infiltration rates decline, or clogging is occurring, vacuum cleaning is highly recommended.
5. Winter de-icing solutions such as beet juice molasses, calcium chloride and sodium chloride are acceptable, except on permeable concrete. Unacceptable solutions include sand, magnesium chloride, calcium magnesium acetate, potassium chloride, and potassium acetate.
6. The following activities shall be prohibited from occurring on the permeable pavement surface:
	1. Temporary or permanent stockpiling of soil or other material that can potentially cause or contribute to clogging.
	2. Application of pavement seal-coating.
	3. Application of excessive load, so as to cause cracking and deformation.
	4. Application of sand for improving traction.
	5. Application of salt on permeable concrete.
	6. Applications of chemicals for weed control

**Sign-off by Director of Public Works or equivalent:**

I attest that I have reviewed this plan and can commit the necessary resources towards implementing it.

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Printed name Title Signature Date

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| **Inspection Log for Permeable Pavements** |
| * Refer to the “[Organization]’s Operation & Maintenance Plan for [Project Name]” for detailed requirements.
* Inspection of the permeable pavement system is required at least once per year and after significant rainfall events exceeding 1.5 inches
* Fill out one form for each permeable pavement area inspected.
 |
| **Inspector:****Date: Time:****Time Passed Since Last Rain Event:** | **Project #:** **Project Name:**  |
| **Permeable/Porous Pavement Area:****General Site Conditions:** |
| **Inspection Items** | **Satisfactory (S) or Unsatisfactory (U)** | **Comments/Corrective Action, Issue Location** |
| **Surface Infiltration** |
| No sedimentation or signs of sedimentation on permeable pavement and between pavers in joint aggregate material |  |  |
| No water ponding or evidence of ponding on permeable pavement |  |  |
| Verify surface infiltration via garden hose test at areas where sedimentation and/or ponding are suspected |  |  |
| **Pavement Condition** |
| No evidence of deterioration |  |  |
| No cuts from utilities visible |  |  |
| No evidence of improper load applied (deformation, settlement or cracking) |  |  |
| No stockpiling of materials and no seal coating |  |  |
| No vegetation growth between paver joints (if applicable) |  |  |
| Joint material filled to “lip” of pavers (if applicable) |  |  |
|  Depth between top of joint material and top edge of paver = \_\_\_\_\_\_\_\_\_ |
| **Controlling Run-On** |
| Adjacent vegetated areas show no signs of erosion and run-on to permeable pavement |  |  |
| **Salt/Deicing (Early Spring only)** |
| No evidence for the use of traction sand |  |  |
| Piles of accumulated salt removed in spring |  |  |
| **Drainage Structure Inspection (Early Spring/Late Fall/After >1.5 inches of rainfall)** |
| No evidence of blockage |  |  |
| Good condition, no need for cleaning/repair |  |  |
| Observation wells show water has drained within 72 hours |  |  |
| **Signage** |
| Signage for no stockpiling/seal coating, etc. is present |  |  |
| Educational signage is present and in good condition |  |  |
| **Additional Comments, Recommendations:** |