DRAFT  
Operations and Maintenance Plan  
for a Regulated Project   
[Name of Project]

[date]

[This template is to be used in conjunction with the instructions, criteria, and minimum requirements in the City of Rocklin’s *Post-Construction Manual*]

[Check www.Rocklin.ca.us for new information and updates to the *Post-Construction Manual* and this template.]

[Name of Owner]

[Owner’s Representative and Contact Information]

Prepared by: [Preparer’s Name]

[Preparer’s Contact Information]

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Attachments

1. As-Built Drawings
2. Inspection and Maintenance Log Template
3. Change of Designated Responsible Individuals Form

# Introduction

## Project Description

[Summarize the development project, location, types of facilities, dates of construction]

# Designation of Responsible Individuals

## Contact Information for Responsible Individuals

|  |
| --- |
| Designated Contact for Operation and Maintenance |
| Name: Title or Position: |
| Telephone: Alternate Telephone: |
| Email: |
| Off-Hours or Emergency Contact |
| Name: Title or Position: |
| Telephone: Alternate Telephone: |
| Email: |
| Corporate Officer (authorized to execute contracts with the City) |
| Name: Title or Position: |
| Address: |
| Telephone: Alternate Telephone: |
| Email: |

Updated contact information must be provided to the City of Rocklin whenever a property is sold or the designated responsible individuals are changed for any reason.

## Initial Training of Responsible Individuals

[Describe the methods and schedule of initial training for staff or contractors regarding the purpose, mode of operation, and maintenance requirements for the facilities.]

# Facilities to Be Maintained

## Facility Descriptions

[List and describe the stormwater treatment and hydromodification management facilities installed as part of the project. Use the information in the project Stormwater Control Plan, and update the information with any changes that occur during project review, final design, and construction.]

## Facility Locations and Tributary Drainage Areas

[Attach Figures from the Stormwater Control Plan showing the Drainage Management Areas on the site and the locations of bioretention and/or other stormwater treatment and hydromodification management facilities]

## Facility Construction Details

[Describe, reference, and attach plans, elevations and details of the bioretention facilities as shown in the construction documents.]

[Describe details of construction and specifications of materials]

[Note native soils encountered, particularly those below each facility]

[Note details of connections to off-site discharge]

[Attach As-Built Drawings to Final O&M Plan]

# Schedule of Maintenance Activities

## Routine Activities

[Examples: Routine policing for trash, checking that inlets are not blocked by vegetation or debris, irrigation system check, weeding, graffiti removal.]

## Following Significant Rain Events

[Examples: Observe facility to confirm it drains rapidly and completely; check inlets and outlets for accumulation of debris; check and repair any movement of mulch or sand/compost mix.]

## Annual Maintenance

[Examples: Cut back vegetation, replace plants as needed, add mulch if needed]

# Reporting

## Annual Reporting

Once per year a copy of the annual inspection report for the previous year’s activities shall be submitted to the City of Rocklin no later than January 31st. The annual inspection report shall contain at a minimum:

* A review of the Operations and Maintenance Plan for outdated information, including contact information and details on BMPs;
* A review of the inspection and maintenance log with comparison to maintenance schedule, including recommendations for changes to maintenance schedule;
* Overall condition of each BMP and any recommendations;
* A copy of the project’s stormwater BMP inspection and maintenance log.

Attachment A

As-Built Drawings

Attachment B

Inspection and Maintenance Log Template

**Stormwater BMP Inspection and Maintenance Log**

|  |
| --- |
| Facility Name |
| Address |
| Begin Date End Date |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | BMP ID# | BMP Description | Inspected by: | Cause for Inspection | Exceptions Noted | Comments and  Actions Taken |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

**Instructions:** Record all inspections and maintenance for all treatment BMPs on this form. Use additional log sheets and/or attach extended comments or documentation as necessary. Submit a copy of the completed log with the annual independent inspectors’ report to the municipality, and start a new log at that time.

* BMP ID# — Always use ID# from the Operation and Maintenance Manual.
* Inspected by — Note all inspections and maintenance on this form, including the required independent annual inspection.
* Cause for inspection — Note if the inspection is routine, pre-rainy-season, post-storm, annual, or in response to a noted problem or complaint.
* Exceptions noted — Note any condition that requires correction or indicates a need for maintenance.
* Comments and actions taken — Describe any maintenance done and need for follow-up.

Attachment C

Change of Designated Responsible Individuals Form

|  |
| --- |
| Designation of Individuals Responsible for  Stormwater Treatment BMP Operation and Maintenance |
| Date Change Completed |
| Facility Name |
| Facility Address |
| **Designated Contact for Operation and Maintenance** |
| Name: Title or Position: |
| Telephone: Alternate Telephone: |
| Email: |
| **Off-Hours or Emergency Contact** |
| Name: Title or Position: |
| Telephone: Alternate Telephone: |
| Email: |
| **Corporate Officer (authorized to execute contracts with the City)** |
| Name: Title or Position: |
| Address: |
| Telephone: Alternate Telephone: |
| Email: |