

Storm Drainage facilities Operation and Maintenance Manual				
Item No.	Submitted ¹	County Use Only		
		Rejected	N/A	
				General Manual Requirements:
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide a brief introduction to the O&M Manual including a general statement on the overall purpose of facility operation and maintenance.
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and Access - provide name of stream/tributary/lake that the facility discharges to, name of nearest city/town, traveling directions to facility, and location of maintenance access roads. Include a vicinity map.
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Purpose of Facility - describe purpose of facility, e.g. include peak rate runoff control, water quality, etc.
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Description – give a general description of facility, e.g. include detention basin, retention basin, etc.
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ownership – provide name, address, and telephone number of facility owner.
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project History – describe development for which facility was constructed, date of construction, original project engineer and Contracting Officer, and any significant modifications that have taken place during the life of the facility.
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Project Data Sheet - list all major features of the facility in an easy-to-follow tabular format including catchment area, impervious area, off-site contribution of runoff, storage volume, orifice sizes, and designed release rates.
				Facility Operations:
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Normal Operation - provide detailed operating instructions or procedures for normal “day-to-day” operation
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Action Plan - provide special operating procedures to be followed during emergency conditions resulting from extreme weather conditions or from structural failure of the facility. Include 24-hour emergency contact telephone numbers.
				Facility Maintenance (detailed information and instructions on performing periodic maintenance of the facility):
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regularly Scheduled Maintenance - provide information on maintenance tasks performed on a regularly scheduled basis.
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monitored Maintenance - provide information on periodic surveillance of facility and making needed repairs and modifications.
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintenance Plan – in its own section of the O&M Manual, identify and list all regularly scheduled and monitored maintenance in detail (to allow the new personnel to understand the tasks and experienced personnel to verify properly performed work).
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unscheduled Maintenance - a section shall be provided in the maintenance plan which gives instructions for dealing with unscheduled maintenance to allow for repair or rehabilitation of unexpected deficiencies.

