

# City of Valley Center

## Stormwater Facility Inspection & Maintenance Guidance

### Infiltration Trench

Regular inspection and maintenance is critical to the effective operation of this stormwater management facility so that it can function as designed. In the City of Valley Center, local regulations require that property owners maintain all stormwater facilities on their properties to ensure they are fully functioning to treat and control stormwater runoff, and to document facility inspections and maintenance activities. This documentation must be kept by the property owner and must be made available to Stormwater Management staff upon their request.

This page provides guidance on inspection and maintenance activities that must be performed for infiltration trenches. Some facilities may have more, or less, frequent maintenance needs, depending upon a variety of factors including the occurrence of large storm events, overly wet or dry (i.e., drought) regional hydrologic conditions, and any changes in the land (e.g., development, landscaping, etc.) that drains to the facility.

Inspection Activities	Suggested Schedule
<ul style="list-style-type: none"> <li>A record should be kept of the dewatering time (i.e., the time required to drain the infiltration trench completely after a storm event) of the trench to determine if maintenance is necessary. The trench should drain completely in about 24 hours after the end of the rainfall. Ponded water inside the trench (as visible from the observation well or on the surface) longer than 48 hours or several days after a storm event is an indication that the trench is clogged.</li> </ul>	After Rain Events
<ul style="list-style-type: none"> <li>Check that the area draining to the trench, the trench and its inlets are clear of debris.</li> <li>Check the area draining to the trench for evidence of erosion.</li> </ul>	Monthly
<ul style="list-style-type: none"> <li>Inspect pretreatment devices and diversion structures for sediment build-up and structural damage.</li> </ul>	Semi-annual Inspection
Maintenance Activities	Suggested Schedule
<ul style="list-style-type: none"> <li>Remove sediment and oil/grease from pretreatment devices, as well as overflow structures.</li> <li>Mow grass filter strips as necessary. Remove grass clippings.</li> </ul>	Monthly
<ul style="list-style-type: none"> <li>Remove trees that start to grow in the vicinity of the trench.</li> </ul>	Semi-annual Inspection
<ul style="list-style-type: none"> <li>Replace gravel/topsoil and top surface filter fabric (when clogged). Removed sediment and media may usually be disposed of in a landfill.</li> <li>Stabilize (i.e., vegetate or cover) areas of erosion in the area draining to the trench.</li> </ul>	As needed
<ul style="list-style-type: none"> <li>Perform total rehabilitation of the trench to maintain design storage capacity.</li> <li>Excavate trench walls to expose clean soil.</li> </ul>	Upon Failure

The inspection checklist that is presented on the next page is provided to guide and document inspection and maintenance activities. Please use this checklist or other form(s) of maintenance documentation when and where deemed necessary in order to ensure the long-term proper operation of the stormwater management facility.

For more information on the maintenance of your stormwater facility, please contact:

**City of Valley Center Stormwater Management, Valley Center KS. 67147, (316) 755-7320**

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## Infiltration Trench Inspection Checklist

Project Name: _____ Project #: _____
BMP Name/ID (as shown on the O&M Plan): _____
Refer to the Operations & Maintenance Plan for this property to get the information requested in this box. The Operations and Maintenance Plan for this property is recorded with the Sedgwick County Register of Deeds.

Property Owner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Owner Phone #: \_\_\_\_\_ Owner Email Address: \_\_\_\_\_

Owner Change since last inspection?    Y        N

Inspection Date/Time: \_\_\_\_\_

Weather and Site Conditions (last rainfall date, dry/wet soil, etc.): \_\_\_\_\_

Inspection Items	Condition*	Comments/Corrective Action
*Note - Condition should be marked as Satisfactory (S) or Unsatisfactory (U). An explanation of corrective actions must be provided for all items marked as Unsatisfactory. The completion date of any corrective actions taken must also be documented.		
<b>Inspect the trench area.</b>		
1. Does infiltration trench appear to drain completely in about 24 to 48 hours after a rain event? <b>Yes = Satisfactory</b>		
2. Does the surface of the trench appear to be clogged? <b>Yes = Unsatisfactory</b>		
3. Does the inlet/outlet structures of the trench appear to be clogged? <b>Yes = Unsatisfactory</b>		
4. Does the trench appear to be clear of debris and functional? <b>Yes = Satisfactory</b>		
5. Is there any evidence of leaks or seeps in the trench? <b>Yes = Unsatisfactory</b>		
6. Are there signs of animal burrows in the trench? <b>Yes = Unsatisfactory</b>		
7. Are there signs of cracking, spalling and/or bulging of the concrete? <b>Yes = Unsatisfactory</b>		

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Inspection Items	Condition*	Comments/Corrective Action
8. Are there signs of erosion (washing away of soil) in the area that is draining to the trench? <b>Yes = Unsatisfactory</b>		
9. Are there signs of erosion around inlets/outlets or in the trench? <b>Yes = Unsatisfactory</b>		
10. Do the pipes and other structures appear to be in good condition? <b>Yes = Satisfactory</b>		
11. Is there growth of undesirable vegetation or overgrowth of vegetation? <b>Yes = Unsatisfactory</b>		
12. Other (describe)?		
<b>Identify any potential hazards to humans or the environment.</b>		
13. Have there been complaints from residents? <b>Yes = Unsatisfactory</b>		
14. Are there any other public hazards that should be noted? <b>Yes = Unsatisfactory</b>		

By signing my name below, I certify that the information submitted in this document (and all attachments) is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are penalties for knowingly submitting false information, including the possibility of regulatory violations and associated fines.

Inspected by (Name): \_\_\_\_\_

Inspected by (Signature): \_\_\_\_\_