



COMMERCIAL DRAINAGE FACILITY MAINTENANCE CHECKLIST

Return to King County Water and Land Resources by November 1 to be eligible for your Surface Water Management fee discount.

Facility Number _____

Property Name _____

Property Address _____

(Please note any name and address changes on page 3 of this Checklist)

Property Owner or Managing Agent _____ Phone _____

(Please complete)

(Please complete)

CHECKLIST

Instructions for property owner/manager or maintenance vendor:

1. Refer to *King County Drainage Maintenance Standards* (kingcounty.gov/MaintainDrainage, or mailed by request) and site plan to determine which facility type and components you have on your property. On the site plan, "CB" refers to catch basin, "CI" to curb inlet, "MH" to manhole, "AR" to access riser, and "CS" to control structure.
2. Within the appropriate **FACILITY TYPE** section below check "yes" or "no" indicating whether you have each facility component listed under **COMPONENT** for the **FACILITY TYPE** on your property (i.e. Type II catch basin, pipe, etc.).
3. Inspect each component for defects (refer to *King County Drainage Maintenance Standards* and "Tips" sheet).
4. In the "**MEETS STANDARD**" OR **DEFECT NUMBER** column, list the applicable defect number (A-1, A-2, etc.) from the standards or write "Meets Standard" if the component meets the standard **at the time of the inspection**. (NOTE: If there is more than one component for a facility type, list each component by its number on the site plan (CB-1, CB-2, etc.) along with the defect number. You need only list the components with defects in this case.) Use the back page of the form or add a separate sheet if necessary.
5. Perform maintenance on all defective facility components to bring them to the King County standard.
6. Check off that work has been completed and the date completed.

See enclosed site plan

See "King County Drainage Maintenance Standards" for definitions

Do you have this facility component on your property?

Any defects? List the defect# from the Maintenance Standards.

WORK COMPLETED
✓ Date

FACILITY TYPE

COMPONENT

YES NO

"MEETS STANDARD" OR DEFECT NUMBER

Flow Control (FC)							
1. Pond <i>Definition:</i> Natural or man-made depression used to store runoff. May be enclosed by a fence. Fills when storm events occur. May not have visible inlet/outlet. May drain by infiltration only (i.e., soak into soil). May be parking lot or surface storage area.	A. Type I Catch Basin						
	B. Type II Catch Basin						
	C. Flow Restrictor						
	D. Debris Barrier						
	E. Energy Dissipater/Dispersion Trench						
	F. Pipe/Culvert						
	G. Ditch						
	H. Fencing						
	I. Access Road						
	J. Other—Specific to Ponds						
2. Tank <i>Definition:</i> Underground large-diameter pipe used to store runoff. Usually has access at both ends. Larger ones may have intermediate accesses through Type II catch basin(s)/manhole(s). Visible access may be through 36" diameter reducer.	A. Type I Catch Basin						
	B. Type II Catch Basin						
	C. Flow Restrictor						
	D. Debris Barrier						
	E. Energy Dissipater/Dispersion Trench						
	F. Pipe/Culvert						
	G. Ditch						
	I. Access Road						
K. Other—Specific to Tanks							

FACILITY TYPE	COMPONENT	YES	NO	"MEETS STANDARD" OR DEFECT NUMBER	WORK COMPLETED	
					✓	Date
Flow Control (FC) – Continued						
3. Vault <i>Definition:</i> Underground runoff storage area. Concrete precast or poured in place. Usually has access in corners and is normally a large-scale storage facility.	A. Type I Catch Basin					
	B. Type II Catch Basin					
	C. Flow Restrictor					
	D. Debris Barrier					
	E. Energy Dissipater/Dispersion Trench					
	F. Pipe/Culvert					
	G. Ditch					
	I. Access Road					
Conveyance						
4. Conveyance <i>Definition:</i> Culvert(s), pipe(s), ditch(es), catch basin(s), and manhole(s) that pick up and convey runoff from buildings and parking areas to one of the above FC facilities.	A. Type I Catch Basin					
	B. Type II Catch Basin					
	D. Debris Barrier					
	E. Energy Dissipater/Dispersion Trench					
	F. Pipe/Culvert					
	G. Ditch					
	Water Quality					
5. Wet Vault <i>Definition:</i> Underground water storage area, concrete precast or poured in place, that removes pollutants from runoff through settling action. Usually has access in corners. Will always have standing water and usually has divider baffles.	A. Type I Catch Basin					
	B. Type II Catch Basin					
	C. Flow Restrictor					
	D. Debris Barrier					
	E. Energy Dissipater/Dispersion Trench					
	H. Fencing					
	I. Access Road					
	L. Other—Specific to Wet Vaults					
6. Bioswale <i>Definition:</i> Broad open channel that is lined with grass vegetation, which acts as a filter to remove pollutants from runoff. Usually trapezoidal with flat bottom.	G. Ditch— (G-4 and G-5 only)					
	M. Other—Specific to Bioswales					
7. Wet Pond <i>Definition:</i> Natural or man-made depression; may be enclosed by a fence. Similar to a retention/detention pond. Multicelled, with continually standing water. Removes pollutants from runoff through settling action. If a combined flow control and wet pond, water level will fluctuate during storm events.	A. Type I Catch Basin					
	B. Type II Catch Basin					
	C. Flow Restrictor					
	D. Debris Barrier					
	E. Energy Dissipater/Dispersion Trench					
	F. Pipe/Culvert					
	G. Ditch					
	H. Fencing					
	I. Access Road					
	N. Other—Specific to Wet Ponds					

FACILITY TYPE	COMPONENT	YES NO		"MEETS STANDARD" OR DEFECT NUMBER	WORK COMPLETED	
					✓	Date
Infiltration						
8. Infiltration (not including ponds) <i>Definition:</i> Underground perforated pipe, tank, or vault system that allows runoff to percolate back into surrounding soil. Some may have associated Type I Catch Basins, Type II Catch Basins (Manholes), or elements to facilitate inspection and cleaning. Many are enclosed without access and are only evaluated by looking for surrounding flooding or erosion problems; may be labeled as "drywell" or "sump."	A. Type I Catch Basin					
	B. Type II Catch Basin					
	C. Flow Restrictor					
	D. Debris Barrier					
	E. Energy Dissipater/Dispersion Trench					
	F. Pipe/Culvert					
	G. Ditch					
	H. Fencing					
	I. Access Road					

II - CERTIFICATION

I, the undersigned, do hereby certify under penalty of perjury, that the inspection has been performed, the materials have been furnished, the services rendered, and/or the labor performed as deemed necessary from the inspection to meet King County standards and as indicated above.

Signature (Owner/Managing Agent)

Printed Name

Phone Number

Date

Service Contractor Name

Representative's Signature


Phone Number

Date

PLEASE NOTE ANY CHANGES IN OWNERSHIP/MANAGING AGENT OR COMMENTS IN THE SPACE PROVIDED BELOW:

(Additional room for comments on next page)

Mail all pages of this form to:

 **King County**
 Department of Natural Resources and Parks
 Water and Land Resources Division
 King Street Center, KSC-WLR-0600
 201 South Jackson Street, Suite 600
 Seattle, WA 98104-3855
 www.kingcounty.gov/stormwater
 Attn: Andrew McDonald

Email to:
stormwater@kingcounty.gov

Or fax to:
Andrew McDonald
206-296-0192

NOTE:
You must return this form by November 1 in order to be eligible for your Surface Water Management fee discount.

