

# How to Build Your Own Maintenance Plan

A maintenance plan for your BMPs can be very comprehensive or simple. It is more about “styles vs. standards.” The standard is a maintenance plan is a very good idea. The style of the maintenance plan is up to you. A maintenance plan should outline the who, what, when, where, and how for an individual BMP. At the end of the day, you want to spell out the details behind inspections and maintenance activities.

The **Homeowner’s Guide to Best Management Practices Operation & Maintenance** was developed specifically to assist BMP owners with maintaining their stormwater management facilities. Details, common issues, and considerations for individual types of BMPs are included in the guide. Each individual BMP type also includes a Maintenance Table outlining “typical maintenance indicators” and corresponding “typical maintenance actions.” The Maintenance Table can be used as your master checklist for inspections and guiding maintenance activities if an issue or poor conditions are encountered. In reality, the conditions described in the Maintenance Table are generally the same conditions your local municipality will be observing if your BMP is inspected.



## THE WHO?

List who will be responsible for inspections and maintenance activities. You may perform most maintenance yourself but need help with one or two of your BMPs. For example, one of your BMPs may be porous paving. Most homeowners or small business owners do not own a vacuum truck to clean the paving area twice a year. In turn, list who will vacuum the porous paving area.

## THE WHAT?

List what you are inspecting and what maintenance activities will need to occur. Refer to the guide sheets and corresponding Maintenance Tables for individual BMPs.

## THE WHEN?

The Operation and Maintenance Notes in the original design plans should tell you when you should inspect and when certain maintenance activities should occur. If there are no design plans, follow the tips in the guide sheets for individual BMPs. At a minimum, you should consider inspecting once every season. Specific actions such as replacing mulch media might need to occur every spring. If this is the case, note it.

## THE WHERE?

This is simply the locations of all your BMPs that need to be inspected and maintained. It is a good idea to also outline where removed trash, debris, or landscape waste will be disposed.

## THE HOW?

Outline how you will maintain certain features. As an example, one item that needs focus may be keeping invasive vegetation out of your BMP. You could either remove by hand or apply approved and allowed herbicides, or perhaps a combination.

To build your own maintenance plan, you generally want to start with the Operation and Maintenance Notes in the original and approved design plans (see the “Where to Find Your BMP’s Maintenance Requirements” section). These will provide the over-arching maintenance considerations you should be concerned with. Generally, the notes will spell out when you should be inspecting your BMPs. If the original design plans cannot be found or do not describe maintenance activities, then use the guide sheets for individual BMPs to outline maintenance activities.

### BUILDING YOUR MAINTENANCE PLAN FOR A BMP EXAMPLE:

Your BMP is a detention basin, and the Operation and Maintenance Notes in the design plans may indicate “vegetation shall be re-established in scoured or eroded areas where the vegetation did not successfully establish or died.”

Next, look at the planting or landscape plan in the design plans for the vegetation that should be observed in the basin (if you are unsure what the vegetation looks like, refer to the Plant Picture section in the guide). Make a note of the required vegetation. Most likely, a Plant List will be on the Planting Plan that spells out the exact vegetation/plants.

Refer to the individual BMP information sheet for Dry Detention Basins in the **Homeowner’s Guide to Best Management Practices Operation & Maintenance**. Per the Maintenance Table, you will need to re-seed or re-establish vegetation in bare spot areas. Pictures are provided in the common issues section of examples of poor vegetation coverage that you should look for. When you inspect your basin, you will be looking for similar types of conditions as shown in the pictures. If these conditions are encountered, you will need to perform maintenance and re-plant/re-seed the required vegetation.

You can always contact a professional to help with your maintenance plan if you feel unsure about the exact maintenance needed for your BMPs.

