

## How to fill out the Self Inspection Report

### **QUESTIONS**

*Checked: Did you check this?*

*Maintenance: Does the aforementioned item need to be maintained/fixed/adjusted?*

*Comments: Can you elaborate on the item?*

#### **Site Name**

Name of the property on the Agreement / Name of business on property / Name of family house

#### **Inspection Date**

Day inspection took place

#### **Permit Number (See email)**

This is your Cityworks number. If you don't know what this number is, contact Anthony or Tiffany before submitting the report. You may have received this in an email as well.

#### **Site Address**

Property address where stormwater feature is present / agreement address

#### **Contact 1 Name, Phone, Email**

Primary Owner contact who will be responsible for submitting reports / maintaining features / responding to MSD employees

#### **Business Type**

Institution, Commercial, Industrial, and HOA. If you own a business, most likely you will choose Commercial unless your SIC code notes your facility as Industrial. If you are a homeowner, but not part of an HOA, select HOA and leave notes in the comments at the end of the report.

#### **Are the Site Plans Current?**

Site plans for post-construction will typically be only one page, showing where the stormwater facilities on the property are located and where water drains.

#### **Is the Operator Aware of the SWMP?**

"Operator" = Owner. Does the Owner know the requirements outlined in the Agreement and Plan. This should be a Yes if the report is being completed, however if you are completing the report on behalf of the Owner the answer may differ.

#### **Is Documentation Complete?**

"Documentation" = Inspection reports, certification of maintenance, proof of previous items being fixed.

#### **Dumping Evidence?**

Is there evidence of any substance entering storm drain / conveyance systems?

#### **Spill Evidence?**

Is there evidence of any substance spills entering storm drain or nearby storm drains and conveyance systems?

**General Site Exposure**

General condition of stormwater features, storm drains, conveyance systems, landscaping, pavement, etc.

**Other Pollution Sources**

Any other pollutant not noted in this report.

**General Maintenance Status**

Generally, are stormwater controls/features being maintained in an appropriate frequency?

**General Maintenance Status – Inlets**

Condition of inlets / storm drains (Grate condition, box condition, sediment/debris levels)

**General Maintenance Status – Conveyance Systems**

Condition of gutters / curbs / rain gutters / all areas where water flows

**General Maintenance Status – Manholes**

Condition of manholes (Lid condition, box condition, sediment/debris levels)

**General Maintenance Status – Structural Devices**

Condition of devices such as oil/water separators, Stormtech chambers, dry ponds, swales, etc. Not all facilities will have these devices. (May need additional information dependent on site layout)

**General Maintenance Status – Stormwater Storage**

Condition of storage devices such as retention ponds, underground storage tanks, rainwater harvesting devices, etc. (May need additional information dependent on site layout)

**General Maintenance Status – Parking/Pavements**

Condition of parking, pavement, and any other impervious area (Oil spills, concrete cracks, low points with no drainage, etc.)

**General Maintenance Status – Waste Collection**

Condition of waste collection area (Sediment around bins, oil stains, scent, lid condition, leaks, etc.)

**General Maintenance Status – Landscaping**

Condition of any landscaped area (Bare areas, leaves/clippings by storm drains, vegetation growth, etc.)

**Other Site SOP Items / Comments**

Any other site-specific SOP items needing to be addressed/inspected (SOP items differ from site to site; check SWMA/SWMP for your SOPs)

**Inspector Name**

Name of person who submitted the report

**Digital Signature**

Signature signifying the items in the report are accurate and understood

**File Upload**

File option for photos of anything relevant to the report