



TOWN OF WINDHAM, NEW HAMPSHIRE

OFFICE OF THE BOARD OF SELECTMEN/TOWN ADMINISTRATOR

3 NORTH LOWELL ROAD – WINDHAM, NEW HAMPSHIRE 03087

PH: 603 432-7732 FAX: 603 965-1234 EMAIL: TOWNADMIN@WINDHAMNH.GOV

BMP: Stormwater Treatment Structures Inspection and Maintenance Procedures

Description

Structural stormwater BMPs (excluding catch basins) will be inspected annually at a minimum and maintained as needed.

Catch Basin Maintenance and Repair Standard Operating Procedure

The Town of Windham's SOP on catch basin inspection and maintenance is as follows:

- Identify structures/equipment in need of repair during catch basin cleaning operations and prioritize need.
- Repair structures/equipment as soon as possible in order of prioritization. NEVER ALLOW DEFECTIVE STRUCTURES TO GO UNREPAIRED.
- Complete Catch Basin Maintenance/Repair Log, see attached, as the catch basin maintenance is performed.
- In Summer 2024, a new Survey123 Form was developed to document any repairs that may be completed on various stormwater assets. The questions follow the Catch Basin Maintenance/Repair Log and includes all fields outlined in that document therefor either the physical or electronic form of documentation can be used.
 - Document any maintenance required (i.e. new grates, corrosion, erosion around structure, obstructions damaged roadway, etc.).
 - Keep a record of the date the repair was performed and what was done to repair the issue.
- Use appropriate erosion and sediment control practices when performing repairs.
- If necessary, remove sediment that might have entered downstream pipe.

Measurable Goal(s)

Inspect and maintain 100% of treatment structures to ensure they are properly functioning.

Attachments

Catch Basin Maintenance/Repair Log

Survey123 Stormwater Structure Maintenance/ Repair Log (Created Summer 2024)

Survey123 BMP Inspection Survey (Created Summer 2024)

TOWN OF WINDHAM - Catch Basin Maintenance/Repair Log

Stormwater Structure Maintenance/ Repair Log			
Structure Type	Catchbasin	Manhole	Outfall
	Culvert	Swale	Pipe
Structural BMP - Stormwater Treatment Structure			
(If Pipe) Pipe Type	Connecting two structures	Field Inlet	
(If Structural BMP - Stormwater Treatment Structure) Structural BMP Type	Retention Basin/ Wet Pond	Detention Basin	Bioretention (Rain Garden)
	Water Quality Swale	Tree Well	Infiltration Trench
	Permeable Pavement	Constructed Stormwater Wetland	Sand Filter
	Vegetated Filter Strip		
Structure ID			
Location			
Date Original Issue was Identified			
Issues Identified			
Date and Time of Maintenance/ Repair			
Type of Maintenance/ Repair Performed			
Additional Comments?			
Photos			

(Survey123 Form)

BMP Inspection Survey		
Please fill out and note any maintenance concerns. These will be used for record keeping and tracking inspections.		
Form created from UNH Stormwater BMP Inspection Checklist (2021) located here: https://scholars.unh.edu/stormwater/95/		
BMP ID		
Type of BMP	Retention Pond	Detention Pond
	Water Quality Swale	Bioretention Cell/ Rain Garden
	Cistern	Dry Pond
	Tree Well	Other
Location of BMP (Address)		
Description of Location		
Year Installed		
Date of Last Inspection		
How often is the system being checked/maintained?	Biweekly	Monthly
	Quarterly	Biannually
	Annually	
Inspector's Initials	DS	JD
	CB	MO
	KM	Other: _____
Weather	Sunny/Clear, no precipitation	Cloudy, no precipitation
	Active precipitation	Rained within last 12 hours
	Rained within last 24 hours	Rained within last 72 hours
Inlet/ Outlet Conditions: Can water enter and exit the system?	Satisfactory	Unsatisfactory
System Operability: Does system appear to be operating as designed?	Satisfactory	Unsatisfactory
(If system operability is unsatisfactory) please explain:		
(If system operability is unsatisfactory) please attach photos		
Inorganic/ Organic Material Build-up: Is there noticeable buildup of debris, sediment, trash, vegetation, etc?	Satisfactory	Unsatisfactory
(If inorganic/organic material build up is unsatisfactory) Please explain		
(If inorganic/organic material build up is unsatisfactory) Please attach photos		
System Integrity: Do system slopes look stable, is there notable damage in the system?	Satisfactory	Unsatisfactory
(If system integrity unsatisfactory) Please explain		
(If system integrity unsatisfactory) please attach photos		
Is there maintenance required?	Yes	No
If maintenance required, please indicate what maintenance is needed here		
If maintenance is required, please attach photos of areas needing maintenance		
Additional notes/ comments?		
Date of next Inspection		
Photos of BMP		