



# ***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: Buildings and Facilities Operations and Maintenance Procedures**

### **Description**

Evaluate the use, storage, and disposal of petroleum products and other potential stormwater pollutants. Provide employee training as necessary, ensure that Spill Prevention Plans are in place. Develop management procedures for dumpsters and other waste management equipment. Sweep lots and areas surrounding the facilities clean to reduce runoff of pollutants in accordance with Section 2.3.7.1 b. of the MS4 permit.

### **Municipal Buildings and Facilities Inventory**

The following is a list of properties covered by these procedures and include all municipal offices, police and fire stations, located within the MS4 area. This inventory shall be updated annually during SWMP review.

<b>Building</b>	<b>Address/Location</b>	<b>Cleaning Services Contracted</b>	<b>Trash mgmt.</b>	<b>Building Maintenance</b>	<b>Pollutant Storage</b>	<b>Petroleum Storage</b>
Town Hall	3 North Lowell Rd	X	X	X		
Comm Devlpmnt	3 North Lowell Rd	X	X	X		
Armstrong Building	3 North Lowell Rd	X	X	X		
Bartley Building	4 North Lowell Rd	X	X	X		
Senior Center	2 North Lowell Rd	X	X	X		
Library	8 Fellows Rd	X	X	X		
Fire Station	3 Fellows Rd	X	X	X	X	
Police Station	4 Fellows Rd	X	X	X		
Transfer Station	2 Ledge Road	X	X	X	X	X
Highway Garage	2 Ledge Road	X	X	X	X	



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## Responsible Department/Parties

Town of Windham – General Services Division

## Training

Annual maintenance procedures training will be made available to employees involved in Municipal Building and Facilities operations. All contractors involved in Building and Facilities operations are provided the information in this section of the SWMP.

## Best Management Practices

The following best management practices (BMPs) will be implemented at all municipally owned or operated buildings and facilities located within the MS4 area:

## Handling, Storage, Transfer, and Disposal of Trash and Recyclables

All liquid and solid waste must be disposed of properly. Some of the most common sources of pollution at municipal facilities are a result of littering, improper collection of debris, and improper disposal of solid or liquid waste.

- All waste and recycling receptacles must be leak-tight with tight-fitting lids or covers.
- Keep lids on waste dumpsters and containers closed at all times unless adding or removing material.
- Do not locate dumpsters over or adjacent to catch basins.
- Clean up any liquid leaks or spills with dry cleanup methods.
- Arrange for waste or recycling to be picked up regularly and disposed of at approved disposal facilities.
- Never place hazardous materials, liquids, or liquid-containing wastes in a dumpster or recycling or trash container.
- Conduct periodic inspections of solid and liquid waste storage areas to check for leaks and spills.
- Do not wash trash or recycling containers outdoors or in parking lots.
- Conduct periodic inspections of work areas to ensure that all wastes are being disposed of properly.
- In compactor areas, regularly check the hydraulic fluid hoses and reservoir to ensure that there are no cracks or leaks.

## Building Maintenance

- Sweep parking lots and keep areas surrounding facilities clean to reduce runoff of pollutants.
- When power washing buildings and facilities, ensure that the washwater does not flow directly into the storm system. Containment or filtering systems should be provided.
- Paint and other chemicals should not be applied on the outside of buildings when it is raining or prior to expected rain.
- When sanding, painting, power washing, etc., ensure that sites are properly prepared (e.g., use tarps) and cleaned (e.g., use dry cleaning methods) especially if they are near storm drains. Protect catch basins when maintenance work is conducted upgradient of them.
- When painting, use a drop cloth and clean up any spills immediately.



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- Do not leave open containers on the ground where they may accidentally tip over.
- Buildings should be routinely inspected for areas of potential leaks.
- Streets and parking lots surrounding municipal buildings and facilities should be swept and kept clean to reduce runoff of pollutants and debris to the stormwater system.

## Storage of Petroleum Products and Potential Pollutants

- Evaluate the use, storage and disposal of petroleum products and other potential stormwater pollutants.
- Routinely inspect buildings and facilities for areas of potential discharges or leaks.

## Spill Response

- Ensure that spill prevention plans are in place (these should be included for maintenance garages, public works yards, transfer stations and other waste handling facilities see individual SWPPPs).
- Notify the facility's supervisor immediately and ensure that other staff and/or members of the public are aware of the spill and removed from the spill area as appropriate.
- Coordinate with fire department as necessary.
- For large oil spills, NHDES Petroleum Spill Response program will be notified immediately at (603) 271-3644 and an emergency response contractor would be called in.
- Materials and equipment necessary for spill cleanup may include but are not limited to brooms, dust pans, mops, rags, gloves, goggles, kitty litter, sand, sawdust, and plastic and metal trash containers specifically for the purpose.
- Spills of toxic or hazardous material will be reported to the appropriate State or local government agency as required by State and Local regulations.

## Measurable Goal(s)

Implement the BMP's on 100% of buildings and facilities.