

## Town of Windsor LID Feature Maintenance Checklist



Item	Conditions When Maintenance Is Needed	Typical Maintenance	Results Expected
Trash and Debris	Trash and debris accumulated in basin. Visual evidence of dumping	Trash and debris cleared from feature	No trash or debris in feature to impede flow
Contaminants and Pollution	Any evidence of oil, gasoline, pesticides or other pollutants	Remove contaminants or pollutants. Dispose of properly.	No pollutants in feature
Vegetation	When the planted vegetation becomes excessively tall. When nuisance weeds and other vegetation start to take over. When planted vegetation dies.	Vegetation mowed per specifications of maintenance plan, or nuisance vegetation removed so that flow is not impeded. Vegetation should never be mowed lower than the design flow depth. Remove clippings from the area and dispose of properly. Replace dead/dying vegetation with same or similar species.	Vegetation is healthy and attractive in appearance, not overly mowed, and will not impede flow.
Tree/Brush Growth and Hazard Trees	Growth does not allow maintenance access or interferes with maintenance activity. Dead, diseased, or dying trees are present.	Trees that impede the flow of water should be removed, per Town approval.	Trees are in good health and attractive in appearance. Any replacement trees are planted on edge of features, not in deepest part of features.
Erosion	Eroded over 2 inches deep where cause of damage is still present or where there is potential for continued erosion. Channels have formed around inlets, there are areas of bare soil, and/or other evidence of erosion.	Determine causes of erosion and repair	Obstructions and sediment removed so that water flows freely and disperses over wide area. No soil is left bare and any channels have been filled in.
Mulch	Mulch is missing or patchy in appearance. Areas of bare and exposed earth.	Add mulch to fill in void areas. Ensure mulch is 3 inches deep, replenish as necessary before wet season begins. Do not use bark that can float--tree mulch is best. No mulch in flow line of swales--use rock instead.	All bare earth is covered, except mulch is kept 6 inches away from trunks of trees and shrubs. Mulch is even in appearance and at a depth of 3 inches. Rock is placed along flow line of swales.
Sediment	Accumulated sediment affects inletting or outletting condition of the feature	Remove sediment. Replant/reseed area.	Material is removed so that there is no clogging or blockage. Material is disposed of properly
Damaged Pipes	Any part of the piping that is crushed or deformed more than 20% or any other failure of the piping	Repair or replace pipe	All piping is free of leaks/damage and performs as intended
Rodent Holes	If feature acts as a dam or berm, any evidence of rodent holes, or any evidence of water piping through dam or berm via rodent holes	Repair damage so the intended design is not compromised by holes. Rodent control activities must be in accordance with applicable laws and must not affect any protected species.	No water piping through dam or berm, feature functions as designed
Drainage	Excessive pooling. Water remaining in feature 72 hours after rain stops.	Ensure high infiltration soil is not blocked with sediment or trash. Replace high infiltration soil for maximum filtration, as needed. Improve grade from head to foot of feature, or add underdrains.	There should be no areas of standing water once inflow has ceased (within 72 hours).
Inlet/Outlet Obstructions	Obstructions found upon inspection of pipe inlet/outlet	Remove any obstructions found	Pipe should be clear and free to flow as designed. Area leading to pipe should be lined with rock.

## Inspection Instructions--Please Read

1. Using the Town of Windsor LID Feature Maintenance Checklist as a guide, fill out Inspection Forms A-1 and A-2, listing each feature with the Feature ID number, as labeled on the enclosed map of your property. Include the property address, the inspector's name and contact information, and the name of the business, if applicable.

*Please complete both inspection sheets; if only one sheet is filled, your inspection will be considered incomplete.*

2. Include photos of each LID feature and label photos with corresponding Feature ID number, as shown on the map of your property.

3. If notable repairs or maintenance activities such as plant replacement are conducted, include photos of the LID features before and after maintenance is complete.

4. Return the forms and photos by email to [stormwater@townofwindsor.com](mailto:stormwater@townofwindsor.com) (preferred) OR call the Storm Water Program Manager, Elizabeth Cargay at 707-838-5385 for a mailing address or to set up drop off time at the Town of Windsor Public Works office.

