

Public Inspection and Maintenance Checklist Catch Basins, Manholes, and Inlets

Date: _____ Work Order # _____

Type of Inspection: Storm Weekly Monthly Annual

Facility: _____ Inspector(s): _____

Defect	Conditions When Maintenance Is Needed	Maintenance (1 or 2) [†]	Comments
General			
Trash & Debris*	Trash or debris which is located immediately in front of the catch basin opening or is blocking inletting capacity of the basin by more than 10%.		
	Trash or debris (in the basin) that exceeds 60 percent of the sump depth as measured from the bottom of basin to invert of the lowest pipe into or out of the basin, but in no case less than a minimum of six inches clearance from the debris surface to the invert of the lowest pipe.		
	Trash or debris in any inlet or outlet pipe blocking more than 1/3 of its height.		
	Dead animals or vegetation that could generate odors that could cause complaints or dangerous gases (e.g., methane).		
Sediment*	Sediment (in the basin) that exceeds 60 percent of the sump depth as measured from the bottom of basin to invert of the lowest pipe into or out of the basin, but in no case less than a minimum of 6 inches clearance from the sediment surface to the invert of the lowest pipe.		
Structure Damage to Frame and/or Top Slab	Top slab has holes larger than 2 square inches or cracks wider than 1/4 inch.		
	Frame not sitting flush on top slab, i.e., separation of more than 3/4 inch of the frame from the top slab. Frame not securely attached		
Fractures or Cracks in Basin Walls/ Bottom	Maintenance person judges that structure is unsound.		
	Grout fillet has separated or cracked wider than 1/2 inch and longer than 1 foot at the joint of any inlet/outlet pipe or any evidence of soil particles entering catch basin through cracks.		

[†] Maintenance: Enter 1 if maintenance is need and include WO#. Enter 2 if maintenance was performed same day.

*Indicates parameters that are tracked in Maximo.

Defect	Conditions When Maintenance Is Needed	Maintenance (1 or 2)[†]	Comments
Settlement/ Misalignment	If failure of basin has created a safety, function, or design problem.		
Vegetation	Vegetation growing across and blocking more than 10% of the basin opening.		
	Vegetation growing in inlet/outlet pipe joints that is more than six inches tall and less than six inches apart.		
Contamination and Pollution	Any evidence of oil, gasoline, contaminants or other pollutants.		
Catch Basin Cover			
Cover Not in Place	Cover is missing or only partially in place. Any open catch basin requires maintenance.		
Locking Mechanism Not Working	Mechanism cannot be opened by one maintenance person with proper tools. Bolts into frame have less than 1/2 inch of thread.		
Cover Difficult to Remove	One maintenance person cannot remove lid after applying normal lifting pressure. (Intent is keep cover from sealing off access to maintenance.)		
Ladder			
Ladder Rungs Unsafe	Ladder is unsafe due to missing rungs, not securely attached to basin wall, misalignment, rust, cracks, or sharp edges.		
Metal Grates (If Applicable)			
Grate opening Unsafe	Grate with opening wider than 7/8 inch.		
Trash and Debris	Trash and debris that is blocking more than 20% of grate surface inletting capacity.		
Damaged or Missing.	Grate missing or broken member(s) of the grate.		

[†] Maintenance: Enter 1 if maintenance is need and include WO#. Enter 2 if maintenance was performed same day.

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