

## Public Inspection and Maintenance Checklist Control Structure/Flow Restrictor

Date: \_\_\_\_\_ Work Order # \_\_\_\_\_

Type of Inspection:     Storm         Weekly         Monthly         Annual

Facility: \_\_\_\_\_ Inspector(s): \_\_\_\_\_

Defect	Conditions When Maintenance Is Needed	Maintenance (1 or 2) <sup>†</sup>	Comments
<b>General</b>			
Trash and Debris (Includes Sediment)*	Material exceeds 25% of sump depth or 1 foot below orifice plate.		
Structural Damage	Structure is not securely attached to manhole wall.		
	Structure is not in upright position (allow up to 10% from plumb).		
	Connections to outlet pipe are not watertight and show signs of rust.		
	Any holes—other than designed holes—in the structure.		
<b>Cleanout Gate</b>			
Damaged or Missing	Cleanout gate is not watertight or is missing.		
	Gate cannot be moved up and down by one maintenance person.		
	Chain/rod leading to gate is missing or damaged.		
	Gate is rusted over 50% of its surface area.		
<b>Orifice Plate</b>			
Damaged or Missing	Control device is not working properly due to missing, out of place, or bent orifice plate.		
Obstructions*	Any trash, debris, sediment, or vegetation blocking the plate.		
<b>Overflow Pipe</b>			
Obstructions*	Any trash or debris blocking (or having the potential of blocking) the overflow pipe.		
<b>Manhole</b>			
Cover Not in Place	Cover is missing or only partially in place. Any open manhole requires maintenance.		

<sup>†</sup> 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.

<b>Defect</b>	<b>Conditions When Maintenance Is Needed</b>	<b>Maintenance (1 or 2)<sup>†</sup></b>	<b>Comments</b>
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 (may not apply to self-locking lids).		
Cover Difficult to Remove	One maintenance person cannot remove lid after applying normal lifting pressure. Intent is to keep cover from sealing off access to maintenance.		
Ladder Rungs Unsafe	Ladder is unsafe due to missing rungs, misalignment, not securely attached to structure wall, rust, or cracks.		
<b>Catch Basin</b>			
See "Catch Basins"	See "Catch Basins"		

<sup>†</sup> 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.