

Proprietary Device Checklist for Annual SCM Maintenance Certification

City of Durham, North Carolina

Facility ID:	Date:
SCM Site/Project Name:	

Important Note: It shall be noted that the items included in this inspection checklist are not an exhaustive list of inspection items for any particular facility. As each facility is different, the City looks to the professional inspecting the facility to perform a comprehensive inspection of the facility and list all items found during the inspection on the inspection checklist, even though all may not be listed on this checklist to begin with.

Checklist Code Key

FF	Fully Functional (No Problems Found) = Pass for Inspection
MFI	Minor Functional Issues, However Pass for Inspection <i>*Refer to checklist code key notes below</i>
PF	Partially Functional (Repairs Needed) = Fail the Inspection
NF	Not Functional (Repairs Needed) = Fail the Inspection
MON	Monitor <i>*Refer to checklist code key notes below</i>
N/A	Not Applicable

***Checklist Code Key Notes:**

1. *Minor Functional Issues (MFIs) shall be corrected during routine maintenance throughout the year. In addition, BMCs shall revise the facility's operation and maintenance (O&M) manual accordingly to address each MFI. BMCs shall verify whether each MFI was resolved during subsequent annual inspections and indicate results on next year's annual inspections report.*
2. *For items checked Monitor (MON), BMCs shall revise the facility's O&M manual with frequency of monitoring needed and include actions to be taken (if any). Please describe in the additional comments section, as needed.*

Assessment	Code Status (Select Only One (✓))						Comments
	FF	MFI	PF	NF	MON	N/A	
INFLOW POINTS							
Obstruction: vegetation/debris/sediment							
Structural condition							
Filter condition							
Other (describe)							
TREATMENT UNIT							
Sediment/debris accumulation							
Access hatch condition							
Structural condition							
Filter/media							
Access ladder/steps condition							
Oil accumulation							
Standing water							

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Assessment	Code Status <i>(Select Only One (✓))</i>						Comments
	FF	MFI	PF	NF	MON	N/A	
TREATMENT UNIT (CONTINUED)							
Other (describe)							
Assessment	Code Status <i>(Select Only One (✓))</i>						Comments
	FF	MFI	PF	NF	MON	N/A	
OUTLET DEVICE							
Obstruction: vegetation/debris/sediment							
Erosion/undercutting							
Joint failure/loss of joint material							
Leaking device							
Emergency by-pass condition							
Displacement/blockage of outlet or rip-rap, aprons, fabric, etc.							
Other (describe)							
MISCELLANEOUS							
Trash/debris							
Access							
Evidence of routine maintenance							
Other (describe)							

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PHOTOGRAPHS: Attach four to six digital color photographs of the site and SCM features. Include captions describing the photographs.

ADDITIONAL COMMENTS:[illegible]

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The result of this inspection is as follows:

- ☐ **PASS / CERTIFIED**
CHECK APPLICABLE BOX : IF THIS IS AFTER AN ENGINEERING MODIFICATION REPORT ☐ OR INITIAL FAILURE ☐
INSPECTION FOUND NO PROBLEMS, AS IT RELATES TO THE FUNCTIONALITY OR PUBLIC SAFETY ASPECTS OF THE FACILITY.
- ☐ **PASS / CERTIFIED/MINOR ISSUES WHICH CAN BE CORRECTED THROUGH ROUTINE YEAR ROUND MAINTENANCE**
INSPECTION FOUND MINOR PROBLEMS THAT ARE NOT HAVING AN IMPACT ON THE CURRENT FUNCTIONALITY OR PUBLIC SAFETY ASPECTS OF THE FACILITY. HOWEVER, LEAVING THESE PROBLEMS UNADDRESSED WILL IMPAIR THE DEVICES LONG TERM FUNCTIONALITY. MINOR PROBLEMS SHALL BE NOTED IN THE O&M MANUAL, AND AS SUCH, MUST BE ADDRESSED THROUGH ROUTINE MAINTENANCE AND VERIFIED AT NEXT ANNUAL INSPECTION.
- ☐ **FAIL (REPAIRS CAN BE COMPLETED WITHIN 90 DAYS)**
INSPECTION FOUND APPARENT PROBLEMS WHICH NEED IMMEDIATE ATTENTION. COMPLETE THE REPAIR AND/OR MAINTENANCE ITEMS INDICATED IN THE SEALED IMPLEMENTATION SCHEDULE WITHIN 90-DAYS OF THE DATE OF THIS REPORT. RE-INSPECTION AND CERTIFICATION PRIOR TO OR AT THE 90-DAY INTERVAL WILL FOLLOW SATISFACTORY COMPLETION OF ALL REPAIRS AND MAINTENANCE. REPORTS NOT RECEIVED AFTER 90-DAYS WILL AUTOMATICALLY DEFAULT INTO ENFORCEMENT ACTIONS.
- ☐ **FAIL (REPAIRS CANNOT BE COMPLETED WITHIN 90 DAYS - EMR REQUIRED)**
INSPECTION FOUND THAT THE FACILITY WAS NOT COMPLETED, OR WAS "COMPLETED" IN A MANNER THAT SIGNIFICANTLY DIFFERS (NEGATIVELY) FROM THAT DETAILED IN THE ORIGINAL DESIGN PLANS, OR IS IN SUCH A STATE OF DISREPAIR OR FUNCTIONAL FAILURE THAT A CERTIFICATION CANNOT BE REASONABLY PROVIDED WITHIN 90-DAYS FROM THE DATE OF THE INSPECTION. SUBMIT ENGINEERING MODIFICATION REPORT (EMR) PER REQUIREMENTS FOUND AT:
[HTTP://DURHAMNC.GOV/ICH/OP/PWD/STORM/PAGES/BMP-ANNUAL-MAINTENANCE-CERTIFICATION-AND-AS-BUILT-CERTIFICATION-PROGRAMS.ASPX](http://DURHAMNC.GOV/ICH/OP/PWD/STORM/PAGES/BMP-ANNUAL-MAINTENANCE-CERTIFICATION-AND-AS-BUILT-CERTIFICATION-PROGRAMS.ASPX)

Certification:

Based upon my inspection of this constructed SCM facility on _____, I hereby certify that the facility's functional and public safety aspects are (CHECK ONE ONLY) ☐ IN COMPLIANCE ☐ NOT IN COMPLIANCE with the original or most recent approved design plans, and the City of Durham's operation and maintenance standards.

Seal/Signature

Inspection by: _____ Date: _____

Affix NCPE or NCRLA Seal Above/Right

This certification statement must be executed by a registered North Carolina Professional Engineer (PE) or a North Carolina Registered Landscape Architect (RLA), who has been certified by the City of Durham as an BMP Maintenance Certifier (BMC), and who has experience in the inspection, maintenance, and operation of stormwater BMPs of a nature similar in scope to that certified to in this certification. It should be noted that only a registered North Carolina Professional Engineer (NCPE) will be permitted to submit an EMR in the City of Durham.