**STORMWATER MANAGEMENT PRACTICE**

**MAINTENANCE GUIDE**

**SMP Maintenance Guide Instructions**

The Stormwater Management Practice (SMP) Maintenance Guide will be a reference for future property owners to ensure successful maintenance of the site and systems. The SMP Maintenance Guide contains a Site Map and a separate Maintenance Schedule Form for each SMP.

The SMP Maintenance Guide Site Map identifies the on-site SMPs and other key SMP-related features which require maintenance. The Site Map is meant to guide a non-technical audience in locating the SMPs on their site. The Site Map included must be 11” X 17”. PWD has created an SMP specific color scheme which must be used when creating the Site Map. Please refer to the color scheme legend provided on page 2.

The SMP Maintenance Schedule Form identifies the maintenance activities critical to the listed SMP performing its designed function. The pre-filled information contained within the forms represent the minimum maintenance activities required for each SMP type. The stormwater design professional for the project is responsible to review the minimum information and revise the maintenance activities and frequencies to be appropriate for the specific site. Please fill include an SMP Maintenance Schedule Form for all SMPs and associated structures. Please include SMP Label, Site, Address, and Tracking Number on the forms.

The SMP Maintenance Guide must be prepared and submitted by the design professional for PWD’s review during the [PCSMP Review Phase](https://www.pwdplanreview.org/manual/chapter-2/2.3-review-phases). Please revise the first paragraph on page 3 of this document to be site specific and compile with the Site Map and Maintenance Schedule Forms. An example of a compiled SMP Maintenance Guide can be found in the [Resource Guide](https://www.pwdplanreview.org/resource-directory/resource-guide).

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| **SMP Maintenance Guide Site Map  Color Legend** | | | |
| Site Map Color | Site Map RGB Code | Site Map Hex Code | SMP/SMP-Related Feature |
| Red | 254,0,0 | #fe0000 | Porous Pavement (e.g. Porous Asphalt, Porous Concrete, Permeable Pavers, Reinforced Turf, Artificial Turf, Synthetic Turf, Porous Play Surface) |
| Magenta | 255,1,255 | #ff01ff | Manhole (e.g. Sump Manhole, Access Manhole, Flow Splitter) |
| Maroon | 128,0,0 | #800000 | Green Roof |
| Turquoise | 63255230 | #fffe6 | Inlet (e.g. Catch Basin, Yard Drain, Area Drain, Trench Drain, Roof Drain) |
| Cornflower Blue | 89, 150,255 | #5996ff | Disconnected Impervious Cover (e.g. Trees for Disconnection Credit, Pavement Disconnection, Rooftop Disconnection) |
| Yellow | 255,255,1 | #ffff01 | Subsurface Infiltration Basin, Subsurface Detention Basin |
| Green Yellow | 128,255,50 | #80ff32 | Bioinfiltration/Bioretention Basin (e.g. Rain Garden, Flow-Through Planter Box, Swale SMP), Pond, Wet Basin |
| Pumpkin | 255,128,25 | #ff8019 | Outlet Control (e.g. Outlet Control Structure, Riser Pipe, Riser Box, Level Spreader) |
| Purple | 129,0,129 | #810081 | Energy Dissipater (e.g. Riprap Apron, Riprap Outlet Basin, Baffled Outlet) |
| Ruby | 236,17,99 | #ec1163 | Pretreatment (e.g. Filter Strip, Forebay, Swale) |
| Teal | 0,128,128 | #008080 | Blue Roof |
| Green | 0,128,0 | #008000 | Cleanout, Observation Well |
| Blue Violet | 153,51,255 | #9933ff | Cistern |
| Olive | 128,128,0 | #808000 | Media Filter |

**Stormwater Management Practice Maintenance Guide**

Include brief project narrative explaining stormwater management strategy. Language and terms should be appropriate for the general non-technical audience.

The Stormwater Management Practice (SMP) Maintenance Guide contains a Site Map and a separate Maintenance Schedule Form for each SMP. The Site Map identifies the on-site SMPs and other key features which require maintenance.

The attached SMP Maintenance Schedule Form(s) have been provided as a guide to track all maintenance activities at the site. The Schedule Form lists the recommended maintenance activities and frequency for each SMP. The property owner is required to document all maintenance activities for the life of each SMP. In the **Date of Maintenance** section, please indicate the date of when maintenance is completed for each SMP. Any additional information should be recorded in the **Notes** section provided at the bottom of each SMP Maintenance Schedule Form or attached to the form as a separate document as necessary.

Please be aware that, for safety reasons, it may be necessary for a maintenance professional to complete some or all the maintenance on site. For areas that are considered confined spaces a professional, certified in confined space entry, must be contacted to perform maintenance activities.

The activities listed within the SMP Maintenance Guide are an estimate of the maintenance that must be completed to keep the SMP performing to its designed function. Additional maintenance may be necessary due to site specific conditions. The property owner is responsible for maintaining the performance of their SMPs even if additional measures are necessary.

**Supplementary Documentation**

Electronic copies of inspection reports, labeled photo log, and receipts for work performed should be kept with the SMP Maintenance Guide for documentation purposes. Similar information must be provided to PWD when applying for [credit towards the stormwater charge of the property’s Water bill](https://www.phila.gov/water/wu/stormwater/Pages/NonResidentialStormwaterBilling.aspx).

**Maintenance Questions?**

PWD’s Post-Construction Program staff are available to answer stormwater maintenance and any other related questions about your site. Staff can be reached at (215)-685-0798. Additional information is also available on our website ([www.pwdplanreview.org](http://www.pwdplanreview.org/)).