

**SAMPLE FORM
MUST BE RETYPED ON
COMPANY LETTERHEAD**

DATE
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Type of BMP Simple Rooftop Disconnect Number of Facilities of Listed Type _____

**PROVIDE COMPLETE MAINTENANCE SCHEDULE FOR EACH BMP TYPE. IF
NECESSARY EXPAND TYPICAL SCHEDULE.**

Required Action	Maintenance Objective	Frequency of Action
Regular Inspections	1. To ensure that practice operates as was originally intended.	1. Annually
Vegetation Management (mowing, fertilization, pest and weed control, removing accumulated sediment, unwanted vegetation, etc.)	1. Repair any erosion that may be present and restore vegetated sheet flow pervious area immediately downstream of gutter outflow. 2. Regular lawn and/or landscape maintenance between the roof and the street shall maintain area in its original condition as is shown on the plan.	1. Annually 2. Routinely during the growing season.
Downstream Maintenance	1. Ensure stormwater discharge is not ponding at the point of disconnection. 2. Receiving pervious area shall retain the dimensions shown on the plans and should be in good condition. 3. Receiving pervious area shall not be encroached upon by buildings or other structures.	1. Annually 2. Annual inspection 3. Annual inspection
Mechanical Components	1. Ensure that manufactured products/components are intact and functioning correctly.	1. Annually
Insect Control	1. Correct gutter flow to eliminate standing water; treat for mosquitoes, as needed.	1. As needed
Sediment and Pollutant Removal	1. Remove sediment and debris to ensure positive flow and discourage erosion. 2. Sediment and debris shall be placed downslope of the BMP and Erosion & Sediment Control measures shall be installed around the disposed sediment until it is stabilized with vegetation.	1. Annually 2. As needed
Component Repair and Replacement	1. Ensure that downspouts remain disconnected from an area that concentrates flow (e.g. pipe, ditch, swale, storm sewer, etc.)	1. Annually
Other	1. Ensure that runoff from a different practice is not being piped over designated rooftop disconnect pervious area.	1. Annually