



Submit report to:  
City of Lynchburg  
525 Taylor Street  
Lynchburg, Virginia 24501  
Attn: Stormwater Compliance Inspector  
434-455-4250

**VEGETATED ROOFS: O&M CHECKLIST – Virginia Stormwater Management Handbook  
Chapter 9-C.6.0.  
Due Every April 1**

Inspection Date \_\_\_\_\_  
Project \_\_\_\_\_ Site Plan/Permit Number \_\_\_\_\_  
Location \_\_\_\_\_ Date BMP Placed in Service \_\_\_\_\_  
Date of Last Inspection \_\_\_\_\_ Inspector \_\_\_\_\_  
Owner/Owner's Representative \_\_\_\_\_  
As-Built Plans available: Y / N

Facility Type: Level 1 \_\_\_\_\_ Level 2 \_\_\_\_\_

*Ideally, following construction, this practice should be inspected monthly during the vegetation establishment period, and then every six months thereafter to assess the state of vegetative cover and to look for leaks, drainage problems and other functional or structural concerns. Maintenance may include watering, hand-weeding to remove invasive or volunteer plants, and to add plant materials to repair bare areas. The use of herbicides, insecticides, fungicides, and fertilizers should be avoided, since their presence could hasten degradation of the waterproof membrane. Also, power-washing and other exterior maintenance operations should be avoided so that cleaning agents and other chemicals do not harm the vegetated roof plant communities.*

Element of BMP	Potential Problem	Y / N	How to Fix Problem	Who Will Address Problem	Comments
Vegetation	Plant cover is less 90% plant cover		During establishment period, replace dead plants as needed. During the long-term period, dead plants must generally be replaced once per year in the fall.	Owner or professional	
	Plants are wilting		Water more frequently to promote growth and survival. Annual application of slow-release fertilizer is recommended in the fall during the first five years following installation. After that, fertilizer is generally not necessary and should not be applied.	Owner or professional	
	Plants are choking on excess vegetation		Fallen leaves and debris from deciduous plant foliage must be removed and should be recycled or composted.	Owner or professional	
	Invasive and nuisance plant species are present		Completely remove invasive plant species. Weeding must be done by hand, without the use of herbicides or pesticides. Remove weeds regularly and do not allow them to accumulate.	Owner or professional	
	Drought conditions are present		Mulch or shade cloth may be applied to prevent excess solar damage and water loss	Professional	
	There is troublesome pest infestation		Use integrated pest management (IPM) techniques to minimize the use of pesticides and herbicides. Minimize use of organic (not chemical) fertilizer, as needed.	Owner or professional	
	There is excessive trash and debris		Remove immediately	Owner or professional	
	Grass has become unruly		Grass should be mowed as needed. Clippings must be removed and should be recycled or composted.	Owner or professional	

Element of BMP	Potential Problem	Y / N	How to Fix Problem	Who Will Address Problem	Comments
Vegetation Irrigation	During the establishment period (initial 1-3 years)		Water sufficiently to assure plant establishment, but do not exceed 1/4-inch of water once every 3 days	Owner or professional	
	During the long-term period (3+ years)		Water sufficiently to maintain plant cover, but do not exceed 1/4-inch of water once every 14 days. For automatic sprinklers, use manufacturers' instructions for operation and maintenance.	Owner or professional	
Structural Components	Waterproof membrane is leaking or cracked		Make necessary repairs immediately	Professional	
	Root barrier is perforated		Replace swatch	Professional	
Drainage Layer/Inlet Pipes	Soil substrate, vegetation, debris, litter or other materials clog the roof drain inlet, scuppers or gutters		Sources of organic matter, debris, litter, and other sediment must be identified and materials removed to prevent clogging drainage structures	Professional	
	Drain inlet pipe is in poor condition		Repair as needed	Professional	
Soil Substrate/ Growing Medium	Evidence of erosion from wind or water		If erosion channels are evident, they must be stabilized with additional soil substrate/growth medium and covered with additional plants	Professional	
	Growth media has become clogged with sediment		Manually remove sediment so as not to damage plant materials.	Professional	

Element of BMP	Potential Problem	Y / N	How to Fix Problem	Who Will Address Problem	Comments
<b>Overall</b>	Access to the vegetated roof is adequate.		Egress and ingress routes must be restored to design standards. Walkways must be clear of obstructions and maintained to design standards.	Professional	
	There is evidence of damage or vandalism		Maintain the vegetated roof's aesthetics as an asset to the property owner and community.	Owner or professional	
	Mosquitoes or other insects are breeding/abundant at the practice		Standing water creating an environment for development of insect larvae must be eliminated manually. Chemical sprays must not be used.	Owner or professional	
	Threat of a spill is imminent		Spill prevention measures must be exercised for mechanical systems located on roofs when substances that can contaminate stormwater are used. Releases of pollutants must be corrected as soon as they are identified.	Owner or professional	