



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

**BIORETENTION PRACTICES: O&M CHECKLIST- Virginia Stormwater Management Handbook,  
Chapter 9-C.10.0.**

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 \_\_\_\_\_

Facility Location:

- Surface
- Underground

Hydraulic Configuration:

- On-line facility
- Off-line facility

Filtration Media:

- No filtration (e.g., dry well, permeable pavement, infiltration facility, etc.)
- Sand
- Bioretention Soil
- Peat
- Other: \_\_\_\_\_

Type of Pre-Treatment Facility:

- Sediment forebay (above ground)
- Sedimentation chamber
- Plunge pool
- Stone diaphragm
- Grass filter strip
- Grass channel
- Other: \_\_\_\_\_

Ideally, Bioretention facilities should be inspected and cleaned up annually, preferably during the Spring. During the first 6 months following construction of a bioretention facility, the site should be inspected at least twice after storm events that exceed 1/2-inch of rainfall. Watering is needed once a week during the first 2 months following installation, and then as needed during the first growing season (April-October), depending upon rainfall. If vegetation needs to be replaced, one-time spot fertilization may be needed, preferably using an organic rather than a chemical fertilizer. Each facility should have a customized routine maintenance schedule addressing issues such as the following: grass mowing, weeding, trash removal, mulch raking and maintenance, erosion repair, reinforcement plantings, tree and shrub pruning, and sediment removal.

Element of BMP	Potential Problem	Y / N	How to fix problem	Who Will Address Problem	Comments
<b>Contributing Drainage Area</b>	Adequate vegetation		Supplement as necessary	Owner or professional	
	There is excessive trash and debris		Remove immediately	Owner or professional	
	There is evidence of erosion and / or bare or exposed soil		Stabilize immediately	Owner or professional	
	There are excessive landscape waste or yard clippings		Remove immediately and recycle or compost	Owner or professional	
	Oil, grease or other unauthorized substances are entering the facility		Identify and control the source of this pollution. It may be necessary to erect fences, signs, etc	Owner or professional	
<b>Pre-Treatment</b>	There is adequate access to the pre-treatment facility		Establish adequate access	Professional and, perhaps, the locality	
	Excessive trash, debris, or sediment.		Remove immediately	Owner or professional	
	There is evidence of clogging (standing water, noticeable odors, water stains, algae or floating aquatic vegetation, or oil/grease)		Identify and eliminate the source of the problem. If necessary, remove and clean or replace the clogged material.	Professional	
	There is evidence of erosion and / or exposed soil		Stabilize immediately	Owner or professional	
	There is dead vegetation or exposed soil in the grass filter		Restabilize and revegetate as necessary	Owner or professional	
<b>Inlets</b>	Check for sediment build-up at curb cuts, gravel diaphragms or pavement edges that prevent flow from getting into the bed, and check for bypassing.		Remove sediment and correct any other problems that block inflow.	Owner or professional	
	There is excessive trash, debris, or sediment.		Remove immediately	Owner or professional	
	There is evidence of erosion at or around the inlet		Repair erosion damage and reseed or otherwise restabilize with vegetation	Owner or professional	
	Inflow is hindered by trees and/or shrubs.		Remove woody vegetation from points of inflow and directly above underdrains. (Trees and shrubs may be located closer to the perimeter.)	Owner or professional	

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<b>Side Slopes</b> (Annually, after major storms)	There is evidence of rill or gully erosion or bare soil		Identify the source of erosion damage and prevent it from recurring. Repair erosion damage and reseed or otherwise restabilize with vegetation	Owner or professional	
	There is excess sediment accumulation		Remove immediately	Owner or professional	
	Side slopes support nuisance animals.		Animal burrows must be backfilled and compacted. Burrowing animals should be humanely removed from the area.	Professional	
<b>Vegetation</b> (monthly)	Plant composition is consistent with the approved plans and any stakes or wires are in good condition.		Determine if existing plant materials are at least consistent with general Bioretention design criteria and replace inconsistent species.	Professional	
	There should be 75-90% cover (mulch plus vegetation), and the mulch cover should be 2-3 inches deep.		Supplement vegetation and mulch as needed.		
	There is evidence of hydrocarbons or other deleterious materials, resulting in unsatisfactory plant growth or mortality,		Replace contaminated mulch. If problem persists, test soils for hydrocarbons and other toxic substances. If excess levels are found, the soils, plants and mulch may all need to be replaced in accordance with the approved construction plans.	Professional	
	Invasive species or weeds make up at least 10% of the facility's vegetation		Remove invasive species and excessive weeds immediately and replace vegetation as needed.	Owner or professional	
	The grass is too high		Mow within a week. Grass species should be selected that have dense cover, are relatively slow growing, and require the least mowing and chemical inputs. Grass should be from 6-10 inches high.	Owner or professional	
	Vegetation is diseased, dying or dead		Remove and replace. Increase watering, but avoid using chemical fertilizers, unless absolutely necessary.	Professional	
	Winter-killed or salt-killed vegetation is present.		Replace with hardier species.	Owner or professional	

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Filter Media (Annually)	The filter media is too low, too compacted, or the composition is inconsistent with design specifications		Raise the level, loosen and amend or replace the media, as needed, to be consistent with the state design criteria for Bioretention (85-88% sand 8-12% soil fines 3-5% organic matter in form of leaf compost). Other remediation options are described in the maintenance section of the state design criteria for Bioretention	Professional	
	The mulch is older than 3 years or is otherwise in poor condition		The mulch must be replaced every 2-3 years	Professional	
	There is evidence that chemicals, fertilizers, and/or oil/grease are present		Remove undesirable chemicals from media and facility immediately, and replace mulch or media as needed	Professional	
	There is excessive trash, debris, or sediment.		Remove trash and debris immediately. Check plant health and, without damaging plants, manually remove the sediment, especially if the depth exceeds 20% of the facility's design depth.	Owner or professional	
	There is evidence of concentrated flows, erosion or exposed soil		Identify the source of erosion damage and prevent it from recurring. Repair the erosion damage and reseed or otherwise restabilize with vegetation.	Professional	
	The filter bed is clogged and/or filled inappropriately		Redistribute the soil substrate and remove sediment within 2 weeks.	Professional	
	The topsoil is in poor condition (e.g., the pH level is not 6-7, the composition is inappropriate, etc.)		Ensure a 3-inch surface depth of topsoil consistent with the state design criteria for Bioretention (loamy sand or sandy loam texture, with less than 5% clay content, and organic matter content of at least 2%). If the pH is less than 6.5, spread limestone.	Professional	

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<b>Underdrain/ Proper Drainage</b>	The perforated pipe is not conveying water as designed		Determine if the pipe is clogged with debris or if woody roots have pierced the pipe. Immediately clean out or replace the pipe, as necessary.	Professional	
	The underlying soil interface is clogged (there is evidence on the surface of soil crusting, standing water, the facility does not dewater between storms, or water ponds on the surface of basin for more than 48 hours after an event).		Measure the draw-down rate of the observation well for three days following a storm event in excess of 1/2 inches in depth. After three days, if there is standing water on top but not in the underdrain, this indicates a clogged soil layer. If standing water is both on the surface and in the underdrain, then the underdrain is probably clogged. This should be promptly investigated and remediated to restore proper filtration. Grading changes may be needed or underdrain repairs made. The filter media may need to be raked, excavated and cleaned or replaced to correct the problem. Holes that are not consistent with the design and allow water to flow directly through a planter to the ground must be plugged.	Professional	
<b>Planters</b>	The planter is unable to receive or detain stormwater prior to infiltration. Water does not drain from the reservoir within 3-4 hours of after a storm event.		Identify and correct sources of clogging. Topsoil and sand/peat layer may need to be amended with sand or replaced all together.	Owner or professional	
	The planter has structural deficiencies, including rot, cracks, and failure, or the planter is unable to contain the filter media or vegetation		Make needed repairs immediately.	Owner or professional	
<b>Outlet/ Overflow Spillway</b>	Outlets are obstructed or erosion and soil exposure is evident below the outlet.		Remove obstructions and stabilize eroded or exposed areas.	Owner or Professional	
	There is excessive trash, debris, or sediment at the outlet		Remove immediately, and keep the contributing area free of trash and debris.	Owner or professional	
	Any grates present are in good condition		Repair or replace as necessary	Owner or professional	

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Observation Well	Is the observation well still capped?		Repair, as necessary.	Professional	
Overall	Access to the Infiltration facility or its components is adequate		Establish adequate access. Remove woody vegetation and debris that may block access. Ensure that hardware can be opened and operated.	Professional	
	There is evidence of standing water		Fill in low spots and stabilize; correct flow problems causing ponding.	Owner or professional	
	Mosquito proliferation		Eliminate stagnant pools and establish vegetation; treat for mosquitoes as needed. If sprays are considered, then a mosquito larvicide, such as Bacillus thurendensis or Altoside formulations can be applied only if absolutely necessary.	Owner or professional	
	Complaints from local residents		Correct real problems	Owner or professional	
	Encroachment on the bioretention area or easement by buildings or other structures		Inform involved property owners of BMPs status ; clearly mark the boundaries of the receiving pervious area, as needed	Owner or professional	