

Engineering – Monthly Visual Inspections

1. Preparation
 - a. Train Storm water Specialist and/or Storm Water Compliance inspector how to perform monthly visual inspections
 - b. Have access to inspection software
 - c. Have all Municipality High Priority Areas created in inspection software
 - d. Schedule inspection for at a minimum of once a calendar month.

2. Process
 - a. Inspect all outfalls in relation of High Priority areas.
 - b. Verify the performance of all structural and non-structural BMPs.
 - c. Verify the general cleanliness and organization of High Priority Areas.
 - d. Create inspection report identifying all deficiencies.

3. Response
 - a. Distribute inspection report to all appropriate staff. (Find list of staff in SWPPP)
 - b. Answer any questions regarding any action items.
 - c. Save all inspection in SWMP