



Permanent Stormwater Control (PSCM) | Inspection Form

Sand Filter Inspection

This form should be completed to satisfy the inspection requirements for the PSCM permit. For each component the form includes checklists of items to be inspected and associated maintenance activities.

PSCM Permit Number: _____ PSCM Facility Number: _____ Project/Site Name: _____
 Inspector Name & Company: _____ Inspection Date: _____
 Inspector Phone: _____ Inspector Email: _____

To assist in conducting inspections, please refer to the Inspection Guide and detailed factsheet on sand filter that discuss function, structural elements, common maintenance, and examples of maintenance needed located on the city's website. Space for additional notes is provided on Page 3 and additional pages may be attached to the end of this form.

General Basin: Take a picture of the overall sand filter.

1. Inlets: This sand filter has _____ inlets.

Items to Look For Associated Maintenance Needed	Maintenance Identified
Dirt/trash/debris accumulation Remove accumulated dirt/trash/debris and dispose of it offsite	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None
Erosion around inlet Place riprap or other methods to slow down water	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None
Damage to structure Consult city to determine next steps	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None

Notes (Use this space to specify which inlets need maintenance):

2. Forebays: This sand filter has _____ forebays.

No Forebay

Items to Look For Associated Maintenance Needed	Maintenance Identified
Dirt/trash/debris accumulation Remove accumulated dirt/trash/debris from forebay/riprap and dispose of it offsite	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None
Erosion outside of structure Place riprap or other methods to slow water	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None
Standing water/clogged outlet Remove barrier preventing flow from forebay	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None
Damage to structure Consult city to determine next steps	<input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> None

Notes (Use this space to specify which forebays need maintenance):

3. Filter Media

Items to Look For | Associated Maintenance Needed

Maintenance Identified

Filter Media Erosion or Ponding | Ensure sand filter surface is flat and repair any areas of erosion.

Minor Major None

Weeds | Remove weeds and invasive plants.

Minor Major None

Not draining in 12-24 hours | Consult city to determine next steps

Minor Major None

Crusted filter surface not well draining | Rake the top 2-3 inches of media

Minor Major None

Notes:

4. Underdrain

No Underdrain

Items to Look For | Associated Maintenance Needed

Maintenance Identified

Loose Underdrain Cap | Adjust cap to be watertight.

Minor Major None

Missing Underdrain Cap | Consult city to determine next steps

Minor Major None

Notes:

5. Outlet Structure Take a picture of the outlet structure and attach on Page 3.

Items to Look For | Associated Maintenance Needed

Maintenance Identified

Trash rack is not attached to structure | Reattach trash rack

Minor Major None

Missing orifice plate in outlet structure | Consult city to determine next steps

Minor Major None

Missing safety grate | Consult city to determine next steps

Minor Major None

Bare ground around outlet structure | Ensure media area is flat.

Minor Major None

Damage to structure | Consult city to determine next steps

Minor Major None

Notes:

6. Other Items of Concern

Items to Look For | Associated Maintenance Needed

Maintenance Identified

Accumulation of dirt | Remove dirt/trash/debris and dispose of offsite

Minor Major None

Maintenance access concerns | Consult city to determine next steps

Minor Major None

Standing water or boggy areas | Investigate cause of basin not draining and consult city to determine next steps

Minor Major None

Nuisance noticed (odor, insects, other) | Investigate cause. Consult city to determine next steps

Minor Major None

Graffiti present | Use appropriate removal process and proceed with removal

Minor Major None

Burrowing animals/pests | Consult with city to determine next steps

Minor Major None

Notes:

Inspection Completed By:

Printed Name _____

Signature _____

Photos: Provide a photo of the overall PSCM facility. Attach photo to the submittal email.

Additional Notes: Provide any additional inspection notes in the space below.