

**OPERATION AND MAINTENANCE MANUAL**  
**STORMWATER MANAGEMENT FACILITIES**

*for*

**HEMENWAY SUBDIVISION**

*Located at*

**1228 FIFTH AVENUE, NEPTUNE, NJ 07753**  
**BLOCK 420; LOT 4**

*In*

**TOWNSHIP OF NEPTUNE**  
**MONMOUTH COUNTY, NJ**

*Has been prepared for*

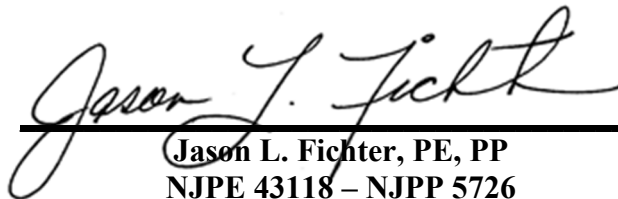
**HEMENWAY CONSTRUCTION**

**7 CEDAR STREET**  
**EATONTOWN, NJ 07724**

*On*

**May 11, 2020**  
***October 14, 2020***

**InSite Project No. 19-068-08**

  
**Jason L. Fichter, PE, PP**  
**NJPE 43118 – NJPP 5726**

**InSite Engineering, LLC**

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## **I. INTRODUCTION**

This document has been prepared to provide direction in the maintenance of the stormwater management facilities located at 1228 Fifth Avenue, on Lot 4, within Block 420, in the Township of Neptune, Monmouth County, New Jersey. This manual addresses the maintenance issues for the specific components of the dry well (subsurface detention) system and stormwater conveyance systems.

This manual is intended as a guide outlining the proper procedure for conducting routine maintenance for the Stormwater Management Facilities. A well-organized maintenance manual will protect the Stormwater Management Facility against deterioration while prolonging the life of the facility as well. The manual establishes a basic maintenance program based primarily on systematic inspections of the facility by a representative of the property owner.

A copy of this manual shall be provided to the appointed individual or company who will perform the onsite inspections. Should the individual/company responsible for the inspections change, a copy of this manual shall be given to the new inspector to maintain consistency of the inspection reports. A continuous record of the operations and maintenance of the facilities must be maintained. The designated inspectors list lists the official and various contractors responsible for inspections. This section shall be updated periodically pending any changes to the list.

The primary emphasis of this maintenance program is on Preventative rather than Corrective Maintenance. Aesthetic maintenance will also play a key role on this maintenance program. When performed regularly, Aesthetic maintenance will help reduce the required amount of both Preventative and Corrective maintenance. It will maintain the visual appeal of a Stormwater Management Facility and allow it to reflect positively on the maintenance staff, owner, and community.

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## **II. PROJECT DESCRIPTION**

The property is located within the Medium Density Single-Family Residential (R-4) Zone. The project site is surrounded by single-family residential uses and few commercial uses. The site has frontages on Sixth Avenue (C.R. 2) to the north, Ridge Avenue to the west, and Fifth Avenue to the south.

The existing site is developed as Our Lady of Providence Church. The former church on the property was demolished sometime around 2008 and is now a lawn area. A two-story dwelling and asphalt parking area remain. The development proposes to subdivide the lot into 6 parcels, by way of converting the existing church building into a single-family home and constructing 5 new single-family homes. Additional site improvements include a driveway to each single-family home as well as typical single-family improvements.

The project complies with stormwater requirements through the use of drywells to meet existing peak runoff rates and offset any additional stormwater volume generated under full build conditions.

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### **III. RESPONSIBILITY FOR OPERATION AND MAINTENANCE**

This manual is prepared by InSite Engineering, LLC to provide a mechanism by which remedial repairs and routine maintenance items can be performed to avoid long term degradation of the stormwater management facilities.

The parties responsible for the shared maintenance repair, and guarantee of the stormwater management facilities onsite will be as follows:

Hemenway Construction, Inc.  
7 Cedar Street  
Eatontown, NJ 07724  
Contact Phone Number:

The drainage plan and any future revisions shall be recorded upon the deed of record for the property. The responsible parties, as indicated above, are to contract directly with outside contractors for the maintenance and repair of the stormwater management facilities.

This includes maintenance of onsite landscape areas and required snow removal operations. Periodic maintenance of the stormwater management facilities is to be contracted with and performed by a qualified contractor.

Should ownership of the property change, permanent arrangements shall be made requiring that the operation and maintenance of all facilities shall pass to any successive owner.

In accordance with the NJDEP Tier A Permit all inspections and reports or an annual certification by the property owner shall be sent to the Township Engineer for compliance with Township permit requirements.

#### IV. DESIGNATED INSPECTORS LIST

This section must be updated periodically to reflect the name(s) and telephone number(s) of the Inspectors and Contractors who are appointed to perform the inspections and maintenance of the Stormwater Management Facilities:

<u>Inspectors Name/Company</u>	<u>Address</u>	<u>Telephone Number</u>
--------------------------------	----------------	-------------------------

- 1.
- 2.
- 3.

Designated Contractor

- 1.
- 2.
- 3.

Officers

- 1.
- 2.
- 3.

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## V. INSPECTION AND INSPECTION CHECKLIST

The proposed Stormwater Management Facilities shall be inspected on a regular basis during informal maintenance procedures and after major rainfall events of 1" or more. Additional regularly scheduled inspections shall also occur by qualified personnel. The inspections shall include, but are not limited to, the following:

### Informal Inspection:

- a. Inspect inlet structures for debris and trash along pavement areas.
- b. Inspect pavement for signs of settling (depressions) and ponding.
- c. Inspect inlets and manholes for damage to curb pieces, grates, and covers.
- d. Inspect outlet control structures for debris, trash, external damage to structure, and graffiti.
- e. Inspect system bottoms for standing water within 72 hours after storm event.

### Regularly Scheduled Inspections

- a. All informal inspection items
- b. Inspect inlet and manhole interiors for sediment, debris, garbage, and structural damage.
- c. Inspect pipes for clogging by sediments, garbage, and debris
- d. Inspect outlet control structures interior for sediment, debris, garbage and structural damage.

An informal inspection should be performed every 2-4 weeks between March and November. After each inspection, maintenance operations shall be directed as necessary. A regular inspection means the visual inspection of the facilities at scheduled periods to check for any signs of deterioration in the materials or functioning of the constructed systems. The designated inspector shall perform informal inspections, also identified herein as maintenance inspections. The inspection checklist and log should be copied and completed for required items every time an inspection is performed. The completed checklist shall be signed by the inspector and appropriately filed by the owner.

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## **VI. PROCEDURES**

Both the Township and NJDEP require the following procedures be followed as per NJAC 7:8-5.8:

- Copies of the maintenance plan must be provided to the owner and operator of the stormwater management measure. Copies must also be submitted to all reviewing agencies as part of each agency's approval process and in some instances recorded with the County Clerk.
- The title and date of the maintenance plan and the name, address, and telephone number of the person with stormwater management maintenance responsibility as specified in the plan must be recorded on the deed of the property on which the measure is located. Any change in this information due, for example, to a change in property ownership, must also be recorded on the deed.
- The person with maintenance responsibility must evaluate the maintenance plan for effectiveness at least annually and revise as necessary.
- A detailed, written log of all preventative and corrective maintenance performed at the stormwater management measure must be kept, including a record of all inspections and copies of maintenance-related work orders.
- The person with maintenance responsibility must retain and, upon request, make available the maintenance plan and associated logs and other records for review by a public entity with administrative, health, environmental, or safety authority over the site.

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## **VII. GENERAL MAINTENANCE INFORMATION**

Preventative Maintenance includes functional maintenance procedures that are required to maintain a Stormwater Management Facility's intended operation and safe condition by preventing the occurrence of problems and malfunctions. Preventative maintenance will be performed in accordance with the direction presented in this manual. Typical routine procedures include grass cutting and fertilizing, silt and debris removal, and upkeep of moving parts. Since it is performed on a regular basis, preventative maintenance is simpler to schedule and budget for and, ultimately, is easier and less expensive to perform than corrective maintenance.

Corrective maintenance includes the functional maintenance procedures that are required to correct a problem or malfunction at a Stormwater Management Facility and to restore the facility's intended operation and safe condition. Based upon the severity of the problem, corrective maintenance must be performed on an as-needed or emergency basis. By its nature, corrective maintenance is much more difficult to schedule and budget for and, ultimately, is generally more difficult and expensive to perform than preventative maintenance.

Aesthetic maintenance is the maintenance required to enhance or maintain the visual appeal of a facility. The stormwater facilities have been designed to be an integral component of the development. As such, these facilities should not have a negative impact on the aesthetic quality of the development.

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## **VIII. MAINTENANCE FOR PROPOSED STORMWATER FACILITIES**

Regular and effective maintenance is crucial to ensure effective dry well performance; in addition, maintenance plans are required for all stormwater management facilities associated with a major development. There are a number of required elements in all maintenance plans, pursuant to N.J.A.C. 7:8-5.8; these are discussed in more detail in Chapter 8: Maintenance of Stormwater Management Measures. Furthermore, maintenance activities are required through various regulations, including the New Jersey Pollutant Discharge Elimination System (NJPDES) rules, N.J.A.C. 7:14A. Specific maintenance requirements for dry wells are presented below; these requirements must be included in the maintenance plan.

### **1. General Maintenance**

- a. All structural components must be inspected, at least once annually, for cracking, subsidence, spalling, erosion and deterioration.
- b. Components expected to receive and/or trap debris must be inspected for clogging at least four times annually, as well as after every storm exceeding 1 inch of rainfall.
- c. Disposal of debris, trash and other waste material must be done at suitable disposal/recycling sites and in compliance with all applicable local, state and federal waste regulations.
- d. Access points for maintenance are required on all dry wells; these access points must be clearly identified in the maintenance plan. In addition, any special training required for maintenance personnel to perform specific tasks, such as confined space entry, must be included in the plan.

### **2. Drain Time**

- a. The water level in the inspection port is the primary means of measuring the infiltration rate and drain time; therefore, the water level associated with the design storm must be included in the maintenance plan.
- b. The design drain time for the maximum design storm runoff volume must be indicated in the maintenance plan.
- c. If the actual drain time is longer than the design drain time, the dry well must be evaluated and appropriate measures must be taken to return the dry well to the as-built condition.

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- d. If the dry well fails to fully drain the Water Quality Design Storm within 72 hours, corrective action must be taken and the maintenance manual revised accordingly to prevent similar failures in the future.

## **IX. MAINTENANCE SCHEDULE**

All maintenance shall be completed according to the following schedule. The inspection reports shall be summarized and signed by the inspector. These reports shall include a summary of the performance, condition of the entire stormwater system and recommendations for the repairs and/or replacement of facilities. If any deficiencies are observed in the stormwater management facility, the inspector shall notify the owner that corrective action should be implemented as soon as possible. The inspection reports shall be kept on file by the owners and shall be available for review by governing agencies as required.

Maintenance items required shall be completed as soon as possible after the item is identified for repair. Items under preventative maintenance shall be performed during routine maintenance of the site to ensure that the onsite systems are free of sediments, debris and garbage so that they continue to function in the appropriate manner.

The stormwater management systems shall have informal (preventative maintenance) inspections performed during regularly scheduled landscaping maintenance periods and after significant storm events of 1 inch of rain or more. These inspections shall occur between the months of March and November. A regular inspection for the stormwater facilities shall be performed once every year and shall be performed between the months of March and May or between September and November. The enclosed forms shall be used to assist in the inspection procedure. All maintenance repairs must be completed as outlined in this manual and records of it shall be kept as part of the annual inspection and maintenance report.

## **X. MAINTENANCE TOOLS AND EQUIPMENT**

The following is a list of required inspection equipment for routine maintenance procedures and inspections.

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1. A clipboard, a pencil and the inspection checklist – the inspection checklist is included in the Appendix.
2. A standard 6-foot collapsible ruler.
3. A camera – photographs or observed portions of the facilities will provide a measure of performance when comparing past and present maintenance practices or conditions.
4. A flashlight – a flashlight can be used to observe the inside of the inlets onsite.

The following is a list of tools and machinery that are typically required to maintain a Stormwater Management Facility.

1. Transportation Equipment
  - a. Trucks for transportation of materials
  - b. Trucks for transportation of equipment
  - c. Vehicles for transportation of personnel
2. Debris, Trash and Sediment Removal Equipment
  - a. Vacuum truck
  - b. Water Jetting units
3. Miscellaneous Equipment
  - a. Shovels
  - b. Rakes
  - c. Picks
  - d. Wheel Barrows
  - e. Painting Equipment
  - f. Gloves
  - g. Standard Mechanics Tools
  - h. Tools for maintenance of equipment
  - i. Safety equipment
  - j. Tools for concrete work (mixers, forms, etc.)
4. Materials
  - a. Paint
  - b. Paint removers

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- c. Spare parts for equipment
- d. Concrete

## **XI. MAINTENANCE COSTS**

In order to properly implement a stormwater management facilities maintenance plan, the costs associated with the maintenance procedures must be budgeted into the overall design of the system. Please refer to the Probable Costs Data Sheet included within this manual for general costs associated with the necessary equipment needed to maintain the system properly.

## **XII. REFERENCES**

“Maintenance Guidance.” NJDEP New Jersey Department of Environmental Protection  
[www.njstormwater.org/maintenance\\_guidance.htm](http://www.njstormwater.org/maintenance_guidance.htm).

New Jersey Department of Environmental Protection. April 2004 revised through November 2018. *New Jersey Stormwater Best Management Practices Manual, as amended*.

*Stormwater Management Facilities Maintenance Manual*. New Jersey Department of Environmental Protection. Trenton, New Jersey

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**APPENDIX I**  
**SAMPLE MAINTENANCE WORK ORDER AND CHECKLIST**

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**Maintenance Work Order and Checklist  
for  
Stormwater Facilities  
Located at  
1228 Fifth Avenue; Block 420, Lot 4**

**Preventative Maintenance**

Work Item	Items Required	Items Done	Comments and Special Instructions
<b>Trash and Debris Removal</b>			
Bottoms			
Perimeter Areas			
Access Areas and Roads			
Outlet Structure and Trash Racks			
Inlets			
Discharge Pipe			
Other			
<b>Sediment Removal</b>			
Inlets			
Discharge Pipe			
Other			
<b>Mechanical Components</b>			
Locks			
Access Hatches			
<b>Other Preventative Maintenance</b>			

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### Corrective Maintenance

Work Item	Items Required	Items Done	Location, Comments, and Special Instructions
Removal of Debris & Sediment			
Structural Repairs			
Dewatering			
Erosion Repair			
Snow & Ice Removal			
Other			

Additional Maintenance Remarks and Notes:

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**APPENDIX II**  
**SAMPLE MAINTENANCE LOG**

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**Maintenance Log  
for  
Stormwater Facilities  
Located at  
1228 Fifth Avenue; Block 420, Lot 4**

Date: 

--	--	--	--	--

**Preventative Maintenance**  
(place check in box of completed items for each date)

**Trash and Debris Removal**

System Bottoms					
Perimeter Areas					
Access Areas and Roads					
Outlet Structure and Trash Racks					
Inlets					
Discharge Pipe					

**Sediment Removal**

Outlet Structure					
Discharge Pipe					
Trash Rack					
System Bottom					
Other					

**Mechanical Components**

Locks					
Access Hatches					

**Other Preventative Maintenance**

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**Corrective Maintenance**

(place check in box of completed items for each date)

Removal of Debris & Sediment					
Structural Repairs					
Dewatering					
Erosion Repair					
Snow & Ice Removal					

**Aesthetic Maintenance**

(place check in box of completed items for each date)

Graffiti Removal					
Vandalism Repair					
Stolen Part Replacement					
Other					

Additional Maintenance Remarks and Notes:

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**APPENDIX III**  
**SAMPLE INSPECTION CHECKLIST**

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**Inspection Checklist  
for  
Stormwater Facilities  
Located at  
1228 Fifth Avenue; Block 420, Lot 4**

Facility Item	O.K.	Routine	Urgent	Comments
<b>Bottoms( Detention and Infiltration</b>				
Standing Water				
Settlement				
Trash and Debris				
Sediment				
Aesthetics				
Other				
<b>Inlet Structure</b>				
Condition of Structure				
Erosion				
Trash and Debris				
Sediment				
Aesthetics				
Other				
<b>Outlet Structure</b>				
Condition of Structure				
Erosion				
Trash and Debris				
Sediment				
Mechanical Components				
Aesthetics				
Other				
Other				
<b>Miscellaneous</b>				
Effectiveness of Existing Maintenance Program				

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OK-The item checked is in good condition, and the maintenance program is adequate.

Routine-The item checked requires attention, but does not present an immediate threat to the facility function or other facility components.

Urgent-The item checked requires immediate attention to keep the facility operational or to prevent damage to other facility components.

Comments-Provide explanation and details if columns 2 or 3 are checked

Additional Maintenance Remarks and Notes:

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**APPENDIX IV**  
**SAMPLE INSPECTION LOG**

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**Inspection Log  
for  
Stormwater Facilities  
Located at  
1228 Fifth Avenue; Block 420, Lot 4**

(place check in box of completed items for each date)

Date: 

--	--	--	--	--	--

**Bottoms( Detention and Infiltration**

Standing Water						
Settlement						
Trash and Debris						
Sediment						
Aesthetics						
Other						

**Inlet Structure**

Condition of Structure						
Erosion						
Trash and Debris						
Sediment						
Aesthetics						
Other						

**Outlet Structure**

Condition of Structure						
Erosion						
Trash and Debris						
Sediment						
Mechanical Components						
Aesthetics						
Other						

**Miscellaneous**

Effectiveness of Existing Maintenance Program						
---	--	--	--	--	--	--

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Additional Maintenance Remarks and Notes:

**APPENDIX V**  
**OPINION OF PROBABLE COSTS**

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**ENGINEERS OPINION OF PROBABLE COSTS  
FOR MAINTENCE OF STORMWATER MANAGMENT FACILITIES  
PREPARED FOR  
HEMENWAY CONSTRUCTION, INC - 1228 FIFTH AVENUE, NEPTUNE**

ESTIMATED ANNUAL COST OF STORMWATER SYSTEMS MAINTENACE								
FREQUENCY	DESCRIPTION	CREW	COST PER HOUR PER CREW	EQUIPMENT	COST PER HOUR	EST. HOURS	COST	COST PER YEAR
Monthly	Litter pickup and grounds repair at / around inlets to systems, remove sediment/debris from systems	1 Maint. Person	\$40.00	Hand tools	\$40.00	4.0	\$160.00	\$1,920.00
Quarterly	Clean outlet control structures, system bottoms, inlets, repair any damage	2 Laborers	\$80.00	Water jet and vacuum trucks, pick-up truck and hand tools	\$160.00	6.0	\$960.00	\$3,840.00
<b>TOTAL PER YEAR:</b>								<b>\$5,760.00</b>

Notes:

1. This engineer's estimate has been prepared based upon review of plans entitled "Preliminary & Final Major Site Plan" as prepared this office, dated 06/11/2020.

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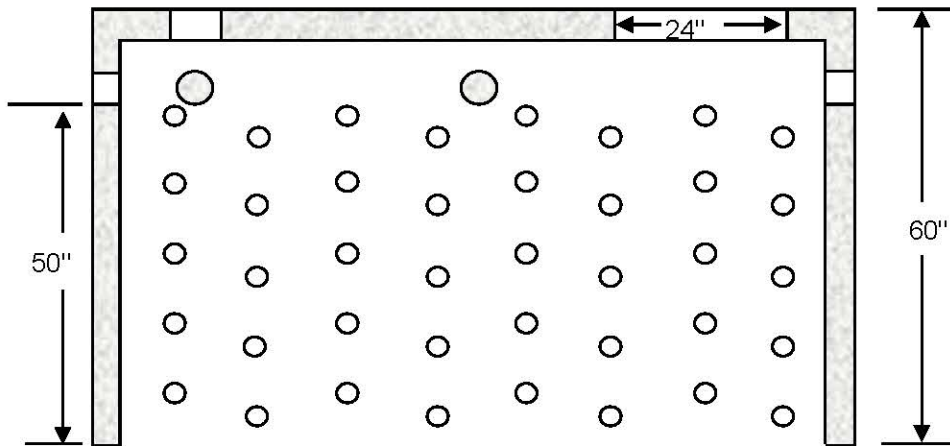
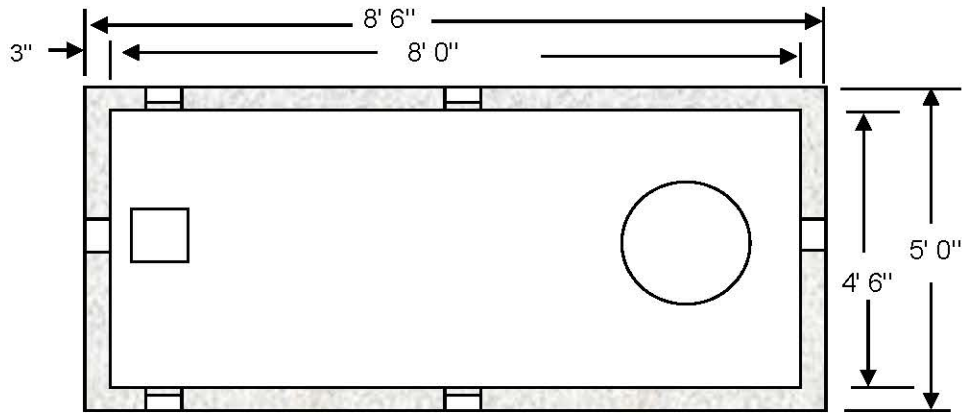
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**APPENDIX VI**  
**1,250 GALLON DRYWELL DETAIL**

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# 1250 GALLON 1PC DRY WELL



As Manufactured by Mershon Concrete - Bordentown, NJ

**Notes:**

1. Tank is 4000 psi concrete - steel reinforced
2. Concrete conforms to ACI 318-16-4.5.1 and ACI 318-16-4.5.2
3. In an effort to continually improve our products, Mershon Concrete reserves the right to change product design without notice.

 <p>Rt. 130, PO Box 254 Bordentown, NJ 08505</p>	1-609-298-2150
	1-800-MERSHON
	1-609-298-7969 / FAX#
	1250 Gallon Dry Well