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# APPENDIX



## CITY OF KENT SURFACE WATER DESIGN MANUAL

# MAINTENANCE REQUIREMENTS FOR PRIVATELY MAINTAINED DRAINAGE FACILITIES

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## APPENDIX "D"

### MAINTENANCE REQUIREMENTS FOR PRIVATELY MAINTAINED DRAINAGE FACILITIES

#### NO. 1 – PONDS CONSTRUCTED WETLANDS

Maintenance Components	Defect	Condition When Maintenance Is Needed	Maintenance Activity or Results After Maintenance
General	Trash & Debris	Any trash and debris which exceeds 1 cubic foot per 1000 square feet (this is about equal to the amount of trash it would take to fill up one standard size office garbage can). In general, there should be no visual evidence of dumping.	Trash and debris cleared from site.
	Poisonous Vegetation	Any poisonous vegetation which may constitute a hazard to City personnel or the public. Examples of poisonous vegetation include: tansy ragwort, poison oak, stinging nettles, devils club.	No danger of poisonous vegetation where City personnel or the public might normally be. (Coordination with Seattle/King County Health Department)
	Pollution	Oil, gasoline, or other contaminants in any amount found that could: 1) cause damage to plant, animal, or marine life; 2) constitute a fire hazard; or 3) be flushed downstream during rain storms.	No contaminants present other than a surface film.
	Unmowed Grass/Ground Cover	It facility is located in private residential area, mowing is needed when grass exceeds 18 inches in height. In other areas, the general policy is to make the pond site match adjacent ground cover and terrain as long as there is no interference with the function of the facility.	When mowing is needed, grass/ground cover should be mowed to 2 inches in height.
	Rodent Holes	Any evidence of rodent holes if facility is acting as a dam or berm, or any evidence of water piping through dam or berm via rodent holes.	Rodents destroyed and dam or berm repaired. (Coordination with Seattle/King County Health Department)
	Insects	When insects such as wasps and hornets interfere with maintenance activities.	Insects destroyed or removed from site.
	Tree Growth	Tree growth does not allow maintenance access or interferes with maintenance activity (i.e., slope mowing, silt removal, vactoring or equipment movements). If trees are not interfering with access, leave trees alone.	Trees do not hinder maintenance activities. Selectively cultivate trees such as alders for firewood.

## MAINTENANCE REQUIREMENTS FOR PRIVATELY MAINTAINED DRAINAGE FACILITIES

### NO. 1 – PONDS CONSTRUCTED WETLANDS CON'T

Maintenance Components	Defect	Condition When Maintenance Is Needed	Maintenance Activity or Results After Maintenance
Side Slopes of Pond	Erosion	Eroded damage over 2 inches deep where cause of damage is still present or where there is potential for continued erosion.	Slopes should be stabilized by using appropriate erosion control measure(s): e.g., rock reinforcement, planting of grass, compaction.
Storage Area	Sediment	Accumulated sediment that exceeds 10% of the designed pond depth.	Sediment cleaned out to designed pond elevation is reseeded if necessary to control erosion.
Storage or treatment area	Bare area	Bare areas greater than one square foot are to be resodded or seeded using grass specifications in construction.	Complete grass covered bottom to avoid erosion and to enhance pollutant removal.
	Vegetation gaps, or channelized flow	In constructed wetlands, significant open areas in the area of emergent vegetation.	Replace with new stock.
Pond Dikes	Settlements	Any part of dike which has settled 4 inches lower than the design elevation.	Dike should be built back to the design elevation.
Emergency Overflow/Spillway	Rock Missing	Only one layer of rock exists above native soil in area five square feet or larger, or any exposure of native soil.	Replace rocks to design standards.
Rock Filter	Plugging	When during storm, height of water on upstream face is 25% or more higher than the height of water on the downstream face.	Replace rock media.

## MAINTENANCE REQUIREMENTS FOR PRIVATELY MAINTAINED DRAINAGE FACILITIES

### NO.2 – INFILTRATION

Maintenance Components	Defect	Condition When Maintenance Is Needed	Maintenance Activity or Results After Maintenance
General	Trash & Debris	See "Ponds" Standard No. 1	See "Ponds" Standard No. 1
	Poisonous Vegetation	See "Ponds" Standard No. 1	See "Ponds" Standard No. 1
	Pollution	See "Ponds" Standard No. 1	See "Ponds" Standard No. 1
	Unmowed Grass/Ground Cover	See "Ponds" Standard No. 1	See "Ponds" Standard No. 1
	Rodent Holes	See "Ponds" Standard No. 1	See "Ponds" Standard No. 1
	Insects	See "Ponds" Standard No. 1	See "Ponds" Standard No. 1
Storage Area	Sediment	A percolation test pit or test of facility indicates facility is only working at 90% its designed capabilities.	Sediment is removed and/or facility is cleaned so that infiltration system works according to design.
	Sheet Cover (If Applicable)	Sheet cover is visible and has more than ¼ - inch hole in it.	Sheet cover repaired or replaced.
	Sump filled with Sediment and Debris (If Applicable)	Any sediment and debris filling vault to 10% of depth from sump bottom to bottom of outlet pipe or obstructing flow into connector pipe.	Clean out sump to design depth.
Filter Bags	Filled with Sediment and Debris	Sediment and debris fill bag more than ½ full.	Replace filter bag or redesign system.
Rock Trench	Standing Water	When water is observed in the monitoring well more than 72 hours after a storm.	Remove rock, and determine cause of slow infiltration rate remove and replace soil underneath the trench.

## MAINTENANCE REQUIREMENTS FOR PRIVATELY MAINTAINED DRAINAGE FACILITIES

### NO. 3 – CLOSED DETENTION AND TREATMENT SYSTEMS (PIPES/TANKS)

Maintenance Components	Defect	Condition When Maintenance Is Needed	Maintenance Activity or Results After Maintenance
Storage Area	Plugged Air Vents	One-half of the cross section of a vent is blocked at any point with debris and sediment.	Vents free of debris and sediment.
	Debris and Sediment	Accumulated sediment depth exceeds 10% of the diameter of the storage area for ½ length of storage vault or any point depth exceeds 15% of diameter. Example – 72-inch storage tank would require cleaning when sediment reaches depth of 7 inches for more than ½ length of tank.	All sediment and debris removed from storage area.
	Joints Between Tank/Pipe Section	Any crack allowing material to be transported into facility.	Tank/pipe repaired or replaced to design.
Manhole	Cover Not in Place	Cover is missing or only partially in place. Any open manhole requires maintenance.	Manhole is closed.
	Locking Mechanism Not Working	Mechanism cannot be opened by one maintenance person with proper tools. Bolts into frame have less than ½ inch of thread (may not apply to self-locking lids).	Mechanism opens with proper tools.
	Cover Difficult to Remove	One maintenance person cannot remove lid after applying 80 pounds of lift. Intent is to keep cover from sealing off access to maintenance.	Cover can be removed and reinstalled by one maintenance person.
	Ladder Rungs Unsafe	Ladder is unsafe due to missing rungs, misalignment, rust or cracks.	Ladder meets design standards and allows maintenance persons safe access.
Catch Basins		See "Catch Basins" Standard No. 5.	See "Catch Basins" Standard No. 5.

# MAINTENANCE REQUIREMENTS FOR PRIVATELY MAINTAINED DRAINAGE FACILITIES

## NO. 4 – CONTROL STRUCTURE/FLOW RESTRICTOR

Maintenance Components	Defect	Condition When Maintenance Is Needed	Maintenance Activity or Results After Maintenance
General	Trash and Debris (Includes Sediment)	Distance between debris build up and bottom of orifice plate is less than 1 ½ feet.	All trash and debris removed.
	Structural Damage	Structure is not securely attached to manhole wall; outlet pipe structure should support at least 1,000 pounds of up or down pressure.	Structure securely attached to wall and outlet pipe.
		Structure is not in upright position (allow up to 10% from plumb).	Structure in correct position.
		Connections to outlet pipe are not watertight and show signs of rust.	Connections to outlet pipe are watertight; structure repaired or replaced and works as designed.
		Any holes – other than designed holes – in the structure.	Structure has not holes other than designed holes.
Cleanout Gate	Damaged or Missing	Cleanout gate is not watertight or is missing.	Gate is watertight and works as designed.
		Gate cannot be moved up and down by one maintenance person.	Gate moves up and down easily and is watertight.
		Chain leading to gate is missing or damaged.	Chain is in place and works as designed.
		Gate is rusted over 50% of its surface area.	Gate is repaired or replaced to meet design standards.
Orifice Plate	Damaged or Missing	Control device is not working properly due to missing, out of place, or bent orifice plate.	Plate is free of all obstructions and works as designed.
Orifice Plate	Performance	When actual release rate at any one orifice is not within 75% to 125% of the design release rate.	Correct problem with appropriate action such as replacement of the orifice plate.
Overflow Pipe	Obstructions	Any trash or debris blocking (or having the potential of blocking) the overflow pipe.	Pipe is free of all obstructions and works as designed.
Manhole		See “Closed Detention Systems” Standard No. 3.	See “Close Detention Systems” Standard No. 3.
Catch Basin		See “Catch Basins” Standard No. 5.	See “Catch Basins” Standard No. 5.

# MAINTENANCE REQUIREMENTS FOR PRIVATELY MAINTAINED DRAINAGE FACILITIES

## NO. 5 – CATCH BASINS

Maintenance Components	Defect	Condition When Maintenance Is Needed	Maintenance Activity or Results After Maintenance
General	Trash & Debris (Includes Sediment)	Trash or debris of more than ½ cubic foot which is located immediately in front of the catch basin opening or is blocking capacity of basin by more than 10%.	No trash or debris located immediately in front of catch basin opening.
		Trash or debris (in the basin) that exceeds 1/3 the depth from the bottom of basin to invert of the lowest pipe into or out of the basin.	No trash or debris in the catch basin.
		Trash or debris in any inlet or outlet pipe blocking more than 1/3 of its height.	Inlet and outlet pipes free of trash or debris.
		Dead animals or vegetation that could generate odors that would cause complaints or dangerous gases (e.g., methane).	No dead animals or vegetation present within the catch basin.
		Deposits of garbage exceeding 1 cubic foot in volume.	No condition present which would attract or support the breeding of insects or rodents.
Structural Damage to Frame and/or Top Slab		Corner of frame extends more than ¼ inch past curb face into the street (if applicable).	Frame is even with curb.
		Top slab has holes larger than 2 square inches or cracks wider than ¼ inch (intent is to make sure all material is running into the basin.)	Top slab is free of holes and cracks.
		Frame not sitting flush on top slab, i.e., separation of more than ¼ inch of the frame from the top slab.	Frame is sitting flush on top slab.
Cracks in Basin Walls/Bottom		Cracks wider than ½ inch and longer than 3 feet, any evidence of soil particles entering catch basin through cracks or maintenance person judges that structure is unsound. Basin replaced or repaired to design standard.	Basin replaced or repaired to design standards.

# MAINTENANCE REQUIREMENTS FOR PRIVATELY MAINTAINED DRAINAGE FACILITIES

## NO. 5 – CATCH BASINS CON'T

Maintenance Components	Defect	Condition When Maintenance Is Needed	Maintenance Activity or Results After Maintenance
		Cracks wider than ½ inch and longer than 1 foot at the joint of any inlet/outlet pipe or any evidence of soil particles entering catch basin through cracks.	No cracks more than ¼ inch wide at the joint of inlet/outlet pipe.
	Settlement/ Misalignment	Basin has settled more than 1 inch or has rotated more than 2 inches out of alignment.	Basin replaced or repaired to design standards.
	Fire Hazard	Presence of chemicals such as natural gas, oil and gasoline.	No flammable chemicals present.
	Vegetation	Vegetation growing across and blocking more than 10% of the basin opening.	No vegetation blocking opening to basin.
	Pollution	Nonflammable chemicals of more than ½ cubic foot per three feet of basin length.	No pollution present other than surface film.
Catch Basin Cover	Cover Not in Place	Cover is missing or only partially in place. Any open catch basin required maintenance.	Catch basin cover is closed.
	Locking Mechanism Not Working	Mechanism cannot be opened by one maintenance person with proper tools. Bolts into frame have less than 1/2inch of thread.	Mechanism opens with proper tools.
	Cover Difficult to Remove	One maintenance person cannot remove lid after applying 80 lbs. or lift; intent is to keep cover from sealing off access to maintenance.	Cover can be removed by one maintenance person.
Ladder	Ladder Rungs Unsafe	Ladder is unsafe due to missing rungs, misalignment, rust, cracks, or sharp edges.	Ladder meets design standards and allows maintenance person safe access.
Metal Grates		Grate with opening wider than 7/8 inch.	Grate openings meet design standards.
	Trash and Debris	Trash and debris that is blocking more than 20% of grate surface.	Grate free of trash and debris.
	Damaged or Missing	Grate missing or broken member(s) of the grate.	Grate is in place and meets design standards.

## MAINTENANCE REQUIREMENTS FOR PRIVATELY MAINTAINED DRAINAGE FACILITIES

### NO. 6 – DEBRIS BARRIERS (e.g., Trash Racks)

Maintenance Components	Defect	Condition When Maintenance Is Needed	Maintenance Activity or Results After Maintenance
General	Trash and Debris	Trash or debris that is plugging more than 20% of the openings in the barrier.	Barrier clear to receive capacity flow.
Metal	Damaged/Missing Bars	Bars are bent out of shape more than 3 inches.	Bars in place with no bends more than 3/4 inch.
		Bars are missing or entire barrier is missing.	Bars in place according to design.
		Bars are loose and rust is causing 50% deterioration to any part of barrier.	Repair or replace barrier to design standards.

# MAINTENANCE REQUIREMENTS FOR PRIVATELY MAINTAINED DRAINAGE FACILITIES

## NO. 7 – ENERGY DISSIPATORS

Maintenance Components	Defect	Condition When Maintenance Is Needed	Maintenance Activity or Results After Maintenance
<u>Eternal:</u>			
Rock Pad	Missing or Moved Rock	Only one layer of rock exists above native soil in area five square feet or larger, or any exposure of native soil.	Replace rocks to design standard.
Dispersion Trench	Pipe Plugged with Sediment	Accumulated sediment that exceeds 20% of the design depth.	Pipe cleaned/flushed so that it matches design.
	Not Discharging Water Properly	Visual evidence of water discharging at concentrated points along trench (normal condition is a "sheet flow" of water along trench). Intent is to prevent erosion damage.	Trench must be redesigned or rebuilt to standards.
	Perforations Plugged	Over ½ of perforations in pipe are plugged with debris and sediment.	Clean or replace perforated pipe.
	Water Flows Out Top of Distributor Catch Basin	Maintenance person observes water flowing out during any storm less than the design storm or it is causing or appears likely to cause damage.	Facility must be rebuilt or redesigned to standards.
	Receiving Area Over-Saturated	Water in receiving area is causing or has potential of causing landslide problems.	No danger of landslides.
<u>Internal</u> Manhole/ Chamber	Worn or Damaged Posts, Baffles, Sides of Changer	Structure dissipating flow deteriorates to ½ of original size or any concentrated work spot exceeding one square foot which would make structure unsound.	Replace structure to design standards.

# MAINTENANCE REQUIREMENTS FOR PRIVATELY MAINTAINED DRAINAGE FACILITIES

## NO. 8 – FENCING

Maintenance Components	Defect	Condition When Maintenance Is Needed	Maintenance Activity or Results After Maintenance
General	Missing or Broken Parts	Any defect in the fence that permits easy entry to a facility.	Parts in place to provide adequate security.
		Parts broken or missing.	Broken or missing parts replaced.
	Erosion	Erosion more than 4 inches high and 12-18 inches wide permitting an opening under a fence.	No opening under the fence that exceeds 4 inches in height.
Wire Fences	Damaged Parts	Posts out of plumb more than 6 inches.	Posts plumb to within 1 ½ inches.
		Top rails bent more than 6 inches.	Top rail free of bends greater than 1 inch.
		Any part of fence (including posts, top rails, and fabric) more than 1 foot out of design alignment.	Fence is aligned and meets design standards.
		Missing or loose tension wire.	Tension wire in place and holding wire.
		Missing or loose barbed wire that is sagging more than 2 ½ inches between posts.	Barbed wire in place with less the ¾ inch sag between posts.
		Extension arm missing, broken, or bent out of shape more than 1 ½ inches.	Extension arm in place with no bends larger than ¾ inch.
	Deteriorated Paint or Protective Coating	Part or parts that have a rusting or scaling condition that has affected structural adequacy.	Structurally adequate posts or parts with a uniform protective coating.
	Opening in Fabric	Openings in fabric are such that an 8-inch diameter ball could fit through.	No openings in fabric.

# MAINTENANCE REQUIREMENTS FOR PRIVATELY MAINTAINED DRAINAGE FACILITIES

## NO. 9 – GATES

Maintenance Components	Defect	Condition When Maintenance Is Needed	Maintenance Activity or Results After Maintenance
General	Damaged or Missing Members	Missing gate or locking devices.	Gates and locking devices in place.
		Broken or missing hinges such that gate cannot be easily opened and closed by a maintenance person.	Hinges intact and lubed. Gate is working freely.
		Gate is out of plumb more than 6 inches and more than 1 foot out of design alignment.	Gate is aligned and vertical.
		Missing stretcher bar, stretcher band, and ties.	Stretcher bar, bands, and ties in place.
	Opening in Fabric	See "Fencing" Standard No. 8.	See "Fencing" Standard No. 8

## MAINTENANCE REQUIREMENTS FOR PRIVATELY MAINTAINED DRAINAGE FACILITIES

### NO. 10 – CONVEYANCE SYSTEMS (Pipes and Ditches)

Maintenance Components	Defect	Condition When Maintenance Is Needed	Maintenance Activity or Results After Maintenance
Pipes	Sediment & Debris	Accumulated sediment that exceeds 20% of the diameter of the pipe.	Pipe cleaned of all sediment and debris.
	Vegetation	Vegetation that reduces free movement of water through pipes.	All vegetation removed so water flows freely through pipes.
	Damaged	Protective coating is damaged; rust is causing more than 50% deterioration to any part of pipe.	Pipe repaired or replaced.
Open Ditches	Trash & Debris	Trash and debris exceeds 1 cubic foot per 1,000 square feet of ditch and slopes.	Trash and debris cleared from debris.
	Sediment	Accumulated sediment that exceeds 20% of the design depth.	Ditch cleaned/flushed of all sediment and debris so that it matches design.
	Vegetation	Vegetation that reduces free movement of water through ditches.	Water flows freely through ditches.
	Erosion Damage to Slopes	See "Ponds" Standard No. 1.	See "Ponds" Standard No. 1.
	Rock Lining Out of Place or Missing	Maintenance person can see native soil beneath the rock lining.	Replace rocks to design standard.
Catch Basins		See "Catch Basins" Standard No. 5.	See "Catch Basins" Standard No. 5.
Debris Barriers		See "Debris Barriers" Standard No. 6.	See "Debris Barriers" Standard No. 6.

## MAINTENANCE REQUIREMENTS FOR PRIVATELY MAINTAINED DRAINAGE FACILITIES

### NO. 11 – GROUNDS (Landscaping)

Maintenance Components	Defect	Condition When Maintenance Is Needed	Maintenance Activity or Results After Maintenance
General	Weeds (non-poisonous)	Weeds growing in more than 20% of the landscaped area (trees and shrubs only).	Weeds present in less than 5% of the landscaped area.
	Safety Hazard	Any presence of poison ivy or other poisonous vegetation.	No poisonous vegetation present in a landscaped area.
	Trash or Litter	Paper, cans, bottles, totaling more than 1 cubic foot within a landscaped area (trees and shrubs only) of 1,000 square feet.	Area clear of litter.
Trees & Shrubs	Damage	Limbs or parts of trees or shrubs that are split or broken which affect more than 25% of the total foliage of the tree or shrub.	Trees and shrubs with less than 5% of the foliage with split or broken limbs.
		Trees or shrubs that have been blown down or knocked over.	Tree or shrub in place free of injury.
		Trees or shrubs which are not adequately supported or are leaning over, causing exposure of the roots.	Tree or shrub in place and adequately supported; remove any dead or diseased trees.

# MAINTENANCE REQUIREMENTS FOR PRIVATELY MAINTAINED DRAINAGE FACILITIES

## NO. 12 – ACCESS ROADS/EASEMENTS

Maintenance Components	Defect	Condition When Maintenance Is Needed	Maintenance Activity or Results After Maintenance
General	Trash and Debris	Trash and debris exceeds 1 cubic foot per 1,000 square feet, i.e., trash and debris would fill up one standard size garbage can.	Trash and debris cleared from site.
	Blocked Roadway	Debris which could damage vehicle tires (glass or metal).  Any obstructions restricting the access to a 10 to 12 foot width for a distance of more than 12 feet or any point restricting access to less than a 10 foot width.	Roadway free of debris which could damage tires.  Obstruction removed to allow at least a 12 foot access.
Road Surface	Settlement Potholes, Mush, Spots, Ruts	When any surface defect exceeds 6 inches in depth and 6 square feet in area. In general, any surface defect which hinders or prevents maintenance access.	Roads surface uniformly smooth with no evidence of settlement, potholes, much spots, or ruts.
	Vegetation in Road Surface	Weeds growing in the road surface that are more than 6 inches tall and less than 6 inches apart within a 400 square foot area.	Road surface free of weeds taller than 2 inches.
Shoulders and Ditches	Erosion Damage	Erosion within 1 foot of the roadway more than 8 inches wide and 6 inches deep.	Shoulder free of erosion and matching the surrounding road.
	Weeds and Brush	Weeds and brush exceed 18 inches in height or hinder maintenance access.	Weeds and brush cut to 2 inches in height or cleared in such a way as to allow maintenance access.

# MAINTENANCE REQUIREMENTS FOR PRIVATELY MAINTAINED DRAINAGE FACILITIES

## NO. 13 – GRASS BIOFILTERS AND FILTER STRIPS

Maintenance Components	Defect	Condition When Maintenance Is Needed	Maintenance Activity or Results After Maintenance
General	Trash & Debris	See "Ponds and Constructed Wetlands Standard No. 1".	See "Ponds and Constructed Wetlands Standard No. 1".
	Poisonous Vegetation	See "Ponds and Constructed Wetlands Standard No. 1".	See "Ponds and Constructed Wetlands Standard No. 1".
	Pollution	See "Ponds and Constructed Wetlands Standard No. 1".	See "Ponds and Constructed Wetlands Standard No. 1".
	Curb Cuts	Flow entry points for filter strips are to be kept clear of debris.	Debris blocks the entry of the stormwater.
	Grass Heights	Mowing is needed if the grass exceeds eight inches, and is not to be cut to less than four inches.	To maintain a thick growth of grass at the proper treatment height.
Side Slopes	Erosion	Eroded damage over ½ inch deep where cause of damage is still present or where there is potential for continued damage.	Level areas and resod or reseed using specifications in this manual.
	Bare Area	Any visibly bare area regardless of size is to be reseeded, and resodded if greater than 1 square foot in area.	Avoid erosion and reduction of treatment efficiency.
	Standing Water	Areas where water is found standing for a day or more. Cause must be determined and corrected.	Standing water can kill the grass and possibly breed mosquitos.
	Check Dams	Dislodged dam or portion of the dam, significant leakage of stormwater around, beneath or through a dam.	Damaged check dams can result in damage to the treatment area.

## MAINTENANCE REQUIREMENTS FOR PRIVATELY MAINTAINED DRAINAGE FACILITIES

### NO. 14 – OIL/WATER SEPARATORS

Maintenance Components	Defect	Condition When Maintenance Is Needed	Maintenance Activity or Results After Maintenance
Storage Area		See "Closed Detention Systems Standard No. 3".	See "Closed Detention Systems Standard No. 3".
Manhole		See "Closed Detention and Treatment Systems Standard No. 3".	See "Closed Detention and Treatment Systems Standard No. 3".
Catch Basins		See "Catch Basins Standard No. 5".	See "Catch Basins Standard no. 5".
Cleaning Frequency	Excessive Buildup of Petroleum and Floatables	No Specific Condition	Clean at least once every three months.
Coalescing Plates	Plugging	When debris has plugged 10% or more of the vertical cross-section of the plates.	Remove debris.