**Operation and Maintenance Manual**

(Insert Project Name)

 **Prepared For**

(Insert City of Tacoma Permit Number(s) Associated with SWPPP)

**Project Location**

(Insert Project Address)

(Insert Project Parcel Number(s)

**Prepared By**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Organization** | **Contact Telephone Number** | **Email Address** |
| (Insert Name) | (Insert Name) | (Insert Phone Number) | (Insert Email Address) |

**Person(s) Responsible for Maintenance of Stormwater Facilities**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Organization** | **Contact Telephone Number** | **Email Address** |
| (Insert Name) | (Insert Name) | (Insert Phone Number) | (Insert Email Address) |

**Date Prepared**

(Insert Date)

**Operation and Maintenance Manual will be kept at:** (Insert location where O&M Manual will be kept) . The O&M Manual must be made available for inspection by the City upon request.

## Facility Summary

**Narrative Description of proposed stormwater system:** (Insert Short Description of System)

|  |  |  |  |
| --- | --- | --- | --- |
| **Facility Location Identifier on associated figure.** | **Facility Type – Provide BMP Name and Number from SWMM. Include Manufacturer Name and Manufacturer Model Number, if applicable.**  | **Facility Description – What Facility Does, How it Works, and applicable information such Number of Cartridges, Type of Cartridges, Height of Cartridges, etc. as applicable for Emerging Technologies**  | **Estimated Operation and Maintenance Cost** |
| (Click here to enter text) | (Click here to enter text) | (Click here to enter text) | (Click here to enter text) |
| (Click here to enter text) | (Click here to enter text) | (Click here to enter text) | (Click here to enter text) |
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| (Click here to enter text) | (Click here to enter text) | (Click here to enter text) | (Click here to enter text) |

## Site Plan Showing Facility Locations

Insert Figure below showing location of the permanent stormwater system with facilities clearly labeled.

## Maintenance Schedules

Attach a description of all maintenance tasks and the frequency of each task for each facility. Include any manufacturer’s recommendations. The appropriate Maintenance Standards from Volume 4, Appendix C of the SWMM can be used for this purpose where they are available for a given BMP.

## Maintenance Activity Log

Provide a sample maintenance activity log indicating emergency and routine actions to be taken. Attach to this document.

## Covenant and Easement Agreement

Include a copy of the recorded Covenant and Easement Agreement. Include a copy of recorded document if available.

**Access and Easement Documentation**

Include all associated access and easement documents that may be associated with the permanent stormwater system. Include copy of recorded document if available.