



**Town of Bluffton**  
**Infiltration/Filtration/Bioretenion/Dry Swale Practice**  
**Maintenance Inspection Checklist**

**BMP ID** \_\_\_\_\_

**Date and Time:** \_\_\_\_\_

**Site/ Project Name** \_\_\_\_\_

**Location:** \_\_\_\_\_

<b>Inspection Results:</b> (Check Only One)	
<input type="checkbox"/>	<b>Fully Functional</b> (No Problems Found During Inspection)
<input type="checkbox"/>	<b>Minor Functional Issues</b> (Can be corrected during routine maintenance throughout the year)
<input type="checkbox"/>	<b>Partially Functional*</b>
<input type="checkbox"/>	<b>Not Functional*</b>

\*BMP inspector will re-visit the site for a follow-up inspection to ensure deficiencies noted in this inspection checklist are completed and submit an updated inspection report to the Town of Bluffton within 60 days.

<i>Key Questions</i>		
Item	X	Comments
1. Type of practice (check all that apply)		
a. Bioretention	<input type="checkbox"/>	
b. Dry Swale	<input type="checkbox"/>	
d. Residential Rain Garden	<input type="checkbox"/>	
e. Infiltration Practice	<input type="checkbox"/>	
f. Filtration Practice	<input type="checkbox"/>	
2. For Bioretention		
a. Standard Design	<input type="checkbox"/>	
b. Enhanced Design	<input type="checkbox"/>	
3. Practice Location		
a. Open to Surface	<input type="checkbox"/>	
b. Underground	<input type="checkbox"/>	
4. Filtration Media		
a. No filtration media (e.g., stone reservoir only)	<input type="checkbox"/>	
b. Sand	<input type="checkbox"/>	
c. Bioretention Soil Mix	<input type="checkbox"/>	
d. Peat	<input type="checkbox"/>	
e. Other	<input type="checkbox"/>	
5. Hydraulic configuration		
a. On-line	<input type="checkbox"/>	
b. Off-line	<input type="checkbox"/>	
6. Type of pretreatment		
a. Separate pretreatment cell	<input type="checkbox"/>	
b. Sedimentation chamber/manhole	<input type="checkbox"/>	
c. Grass channel	<input type="checkbox"/>	
d. Grass filter strip	<input type="checkbox"/>	

**Town of Bluffton**  
**Infiltration/Filtration/Bioretention/Dry Swale Practice**  
**Maintenance Inspection Checklist**

e. Gravel or stone flow spreader		
f. Gravel diaphragm		
g. Other		Type of pretreatment:
7. If designed for infiltration (i.e., no underdrain OR infiltration sump below underdrain):		
a. Soil boring logs and infiltration testing report provided		
b. Field-measured infiltration rate of at least 0.5 in/hr (preferred 1-4 in/hr)		Field-measured rate:

<b>A. Contributing Drainage Area</b>						
0 = Good condition. Well maintained, no action required.						
1 = Moderate condition. Adequately maintained, routine maintenance needed.						
2 = Degraded condition. Poorly maintained, routine maintenance and repair needed.						
3 = Serious condition. Immediate need for repair or replacement.						
<input type="checkbox"/>	Inspected					
<input type="checkbox"/>	Not Inspected					
	Item					Comments
1.	Excessive trash/debris	0	1	2	3	N/A
2.	Bare/exposed soil	0	1	2	3	N/A
3.	Evidence of erosion	0	1	2	3	N/A
4.	Excessive landscape waste/yard clippings	0	1	2	3	N/A

<b>B. Pretreatment</b>						
0 = Good condition. Well maintained, no action required.						
1 = Moderate condition. Adequately maintained, routine maintenance needed.						
2 = Degraded condition. Poorly maintained, routine maintenance and repair needed.						
3 = Serious condition. Immediate need for repair or replacement.						
<input type="checkbox"/>	Inspected					
<input type="checkbox"/>	Not Inspected					
	Item					Comments
1.	Maintenance access to pretreatment facility	0	1	2	3	N/A
2.	Excessive trash/debris/sediment	0	1	2	3	N/A
3.	Evidence of standing water	0	1	2	3	N/A
	a. Ponding	0	1	2	3	N/A
	b. Noticeable odors	0	1	2	3	N/A
	c. Water stains	0	1	2	3	N/A
	d. Presence of algae or floating aquatic	0	1	2	3	N/A
4.	Evidence of clogging	0	1	2	3	N/A
5.	Dead vegetation/exposed soil	0	1	2	3	N/A
6.	Evidence of erosion	0	1	2	3	N/A

**Town of Bluffton**  
**Infiltration/Filtration/Bioretention/Dry Swale Practice**  
**Maintenance Inspection Checklist**

**C. Inlets**

- 0 = Good condition. Well maintained, no action required.
- 1 = Moderate condition. Adequately maintained, routine maintenance needed.
- 2 = Degraded condition. Poorly maintained, routine maintenance and repair needed.
- 3 = Serious condition. Immediate need for repair or replacement.

<input type="checkbox"/>	Inspected						
<input type="checkbox"/>	Not Inspected						
Item							Comments
1.	Inlets provide stable conveyance into practice	0	1	2	3	N/A	
2.	Excessive trash/debris/sediment accumulation at inlet	0	1	2	3	N/A	
3.	Evidence of erosion at/around inlet	0	1	2	3	N/A	

**D. Practice**

- 0 = Good condition. Well maintained, no action required.
- 1 = Moderate condition. Adequately maintained, routine maintenance needed.
- 2 = Degraded condition. Poorly maintained, routine maintenance and repair needed.
- 3 = Serious condition. Immediate need for repair or replacement.

<input type="checkbox"/>	Inspected						
<input type="checkbox"/>	Not Inspected						
Item							Comments
1.	Maintenance access	0	1	2	3	N/A	
2.	Condition of structural components	0	1	2	3	N/A	
3.	Condition of hydraulic control components	0	1	2	3	N/A	
4.	Excessive trash/debris/sediment	0	1	2	3	N/A	
5.	Evidence of erosion	0	1	2	3	N/A	
6.	Evidence of oil/chemical accumulation	0	1	2	3	N/A	
7.	Evidence of standing water:	0	1	2	3	N/A	
	a. Ponding	0	1	2	3	N/A	
	b. Noticeable odors	0	1	2	3	N/A	
	c. Water stains	0	1	2	3	N/A	
	d. Presence of algae or floating aquatic vegetation	0	1	2	3	N/A	
8.	Underdrain system (if equipped)	0	1	2	3	N/A	
	a. Broken	0	1	2	3	N/A	
	b. Clogged	0	1	2	3	N/A	
9.	Vegetation	0	1	2	3	N/A	
	a. Plant composition consistent with approved plans	0	1	2	3	N/A	
	b. Presence of invasive species/weeds	0	1	2	3	N/A	
	c. Dead vegetation/exposed soil	0	1	2	3	N/A	



**Town of Bluffton**  
**Infiltration/Filtration/Bioretention/Dry Swale Practice**  
**Maintenance Inspection Checklist**

<i>Photographs (minimum of five (5) photos as attachment)</i>	
<b>Photo ID</b>	<b>Description</b>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

**Sketch of Practice**  
(note problem areas)

