

Date _____
 Location _____
 Asset name _____
 Asset ID _____
 Maintained by _____
 (name/company)

Purpose of visit
 Maintenance
 Response to complaint
 Other (specify) _____

Rainfall conditions
 Rainfall today (___ mm)
 Rainfall in last 3 days (___ mm)
 No recent rainfall

Functional component		Maintenance response and information	Maintenance completed <i>Circle Y (yes), N (no) or NA (not applicable) and write what maintenance was done in the 'Notes' section.</i>	
Surrounds and other infrastructure				
	Damage or removal of structures	Response: Rectification works for structural issues to be undertaken immediately. Information: Refer to Works as Executed plans for specifications for structural repairs.	Y	N NA Notes:
1 Inlet				
1a	Blockage	Response: Inspect via manhole, pit or inlet. Remove litter, debris and sediment by hand, shovel or machinery. Information: Ensure that water can enter the system freely. Forks and tongs may be used for litter pick ups. Waste must be transported to a waste facility that is appropriately licensed to accept such waste (if there is no opportunity for reuse on-site). A pit is considered a confined space, requiring safety equipment and training.	Y	N NA Notes:
1b	Erosion	Response: Re-profiling using hand tools or light machinery. Replant if required. Information: Typically required after heavy rainfall.	Y	N NA Notes:
2 Storage area				
2a	Storage volume	Response: Remove any litter, debris and sediment by hand, shovel or machinery. Information: Ensure that the detention volume is maintained as per design. May require personnel with confined space clearance to carry out maintenance tasks. If detention volume is occupied by something else, reconstruct and replace the volume lost. Notify council of proposal.	Y	N NA Notes:
2b	Sediment accumulation	Response: If accumulated sediment is present on the surface, remove using a flat shovel and dispose. Information: Waste must be transported to a waste facility that is appropriately licensed to accept such waste (if there is no opportunity for reuse on-site). A pit is considered a confined space, requiring safety equipment and training.	Y	N NA Notes:
2c	Standing water or boggy conditions	Response: System should be desilted and screens cleaned. Information: Water should drain away within hours after rain events.	Y	N NA Notes:
3 Outlet (discharge control pit)				
3a	Blockage	Response: Inspect via manhole, pit or inlet. Remove litter, debris and sediment by hand, or shovel. Information: Waste must be transported to a waste facility that is appropriately licensed to accept such waste (if there is no opportunity for reuse on-site). A pit is considered a confined space, requiring safety equipment and training.	Y	N NA Notes:
3b	Screen	Response: Use a broom, hose or high pressure hose to clean screen of debris. Replace screen if required. Information: Remove grate and screen and examine for rust or corrosion, especially at corners or welds.	Y	N NA Notes:

Functional component		Maintenance response and information	Maintenance completed <i>Circle Y (yes), N (no) or NA (not applicable) and write what maintenance was done in the 'Notes' section.</i>			
3c	Sediment accumulation	<p>Response: If accumulated sediment is present on the surface, remove using a flat shovel and dispose.</p> <p>Information: Waste must be transported to a waste facility that is appropriately licensed to accept such waste (if there is no opportunity for reuse on-site). A pit is considered a confined space, requiring safety equipment and training.</p>	Y	N	NA	Notes:
4 Overflow						
4a	Blockage	<p>Response: Unblock outlet pipes. Remove sediment from outflow areas.</p> <p>Information: Waste must be transported to a waste facility that is appropriately licensed to accept such waste (if there is no opportunity for reuse on-site). A pit is considered a confined space, requiring safety equipment and training.</p>	Y	N	NA	Notes:
4b	Erosion	<p>Response: Re-profiling using hand tools or light machinery. Replant if required.</p> <p>Information: Typically required after heavy rainfall.</p>	Y	N	NA	Notes:

Other:

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