

Maintenance Checklist

Project Name:

Installation Date:

Inspection Point	Maintenance Activity	Maintenance Schedule
Inlet, Outlet, Pre-Treatment Area	Remove litter, trash, and accumulated sediment	Annually, spring or fall and after major rainfall events
	Repair, re-armor with rocks, erosion control blankets, or mats, and revegetate area if erosion is present	As needed
	Maintenance Completed: Year 1 Year 2 Year 3 Year 4+ Notes:	
Base of Rain Garden	Remove litter, trash, and debris	Annually, spring or fall and after major rainfall events
	Spread mulch evenly, 2-3" thick throughout	Annually, spring or fall
	If surface is plugged by sediment, find and eliminate source of sediment, then replace amended soils, re-plant and mulch. If the surface has been compacted, till the soils, re-plant and mulch.	As needed
	Maintenance Completed: Year 1 Year 2 Year 3 Year 4+ Notes:	
Berm and/or Retaining Wall	Rebuild and compact berms in areas that have sunk over time or have blown out. Make sure there is a stabilized, notched out area for overflows from large rainfall events.	Inspect annually, repair as needed
	Remove bricks and rebuild retaining wall from lowest level, and level bricks at each course	Inspect annually, repair as needed
	Maintenance Completed: Year 1 Year 2 Year 3 Year 4+ Notes:	

Inspection Point	Maintenance Activity	Maintenance Schedule
Newly Established / Young Plants	Supplement plantings if at less than 75% vegetative cover	Inspect at end of first growing season, replant as needed
	Remove dead vegetation, maintain some winter habitat for pollinators	Annually, spring or fall
	Water young plants regularly until root systems have established, plants should receive around 1" of water per week	As needed depending on weather patterns
	Pull weeds and invasive species, avoid use of herbicides if possible	Monthly during first 3 years after installation
	Maintenance Completed: Year 1 Year 2 Notes:	Year 3 Year 4+
Established / Mature Plants	"Deadhead" non-native flowering plants at the end of blooming period, cut back perennials several inches above base	Annually, depending on species
	General pruning of healthy plants	Annually, fall or early winter
	Replace diseased or dead plants. Dig out or prune back volunteer trees. Herbicide treatment will be needed if the tree roots are not removed.	As needed
	Maintenance Completed: Year 1 Year 2 Notes:	Year 3 Year 4+
Overflow Structure (Enhanced Rain Gardens Only)	Remove debris and trash from overflow grate, within pipe, and at the outlet where the enhanced rain garden daylight	Annually, spring or fall and after major rainfall events
	Maintenance Completed: Year 1 Year 2 Notes:	Year 3 Year 4+