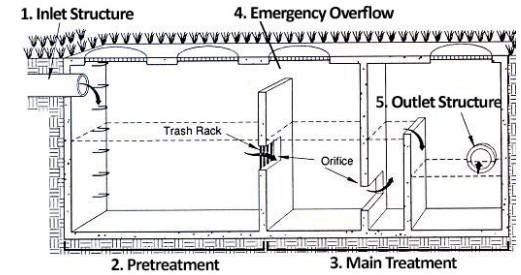


# Baffle Box Inspection Form

All items listed must be inspected unless Not Applicable (NA). Answering “Yes” indicates a need for maintenance. Please include an approximate repair date for items that require maintenance.

**The maintenance and inspection frequency shall be done in accordance with this BMP Operation & Maintenance Plan. This checklist details these frequency periods, and submittal of the form (every other year) is a certification that you have met these requirements. This inspection shall be done once in every six-year period by a professional engineer (PE) or a professional landscape architect (PLA).**



BMP Name(s)	Today's Date:				
	Date of Last Inspection:				
Note: The baffle box name will be shown on the BMP location map included with the Stormwater BMP Record Drawing for this property. A typical name would be "Baffle Box 1" or "Baffle Box A". If this inspection form is being submitted for multiple BMPs of the same type, please list all applicable names.					
Property Info	Street Address:		City:	State:	Zip:
	Name (Owner, Tenant, Property Manager or Landscape Company):		Contact Name (If Different):		
Who is Inspecting the Baffle Box?	Street Address (If conducted by a company, use company address):		City:	State:	Zip:
	Phone #:	Email:		Check one: <input type="checkbox"/> PE <input type="checkbox"/> PLA <input type="checkbox"/> No	
			License #:		
Who Owns the Baffle Box?	Name (Person(s) or Company):		Contact Name (If Different):		
	Street Address:		City:	State:	Zip:
	Phone #:		Email:		
Is a Follow Up Inspection by Staff Required? Check One: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Reason for Follow Up?					
Name of Staff Approving This Inspection Report:					
Date of Inspection Approval:					
This Section is for City of Topeka Use Only					
Identification Number					
Has the City Entered and Approved this Inspection?					
Yes <input type="checkbox"/> No <input type="checkbox"/>					

Submit completed forms to:

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Mail - Stormwater Management Section • City of Topeka Utilities Department

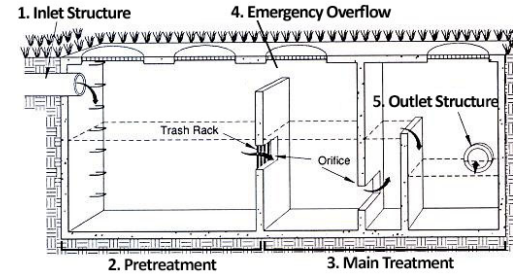
215 SE 7<sup>th</sup> St • Topeka, Kansas 66603



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Inspection Question	Answer			Describe Problem(s) and Solution(s)
	Y	N	NA	

## *Inlet Structure, Emergency Overflows, & Outlet Structure* (Components 1, 4, and 5)

Success Factors: Vegetation, Protection, Two-Day Drain Time, and Cleanliness

**1. Are the inlets, outlets, grates, chambers, or mechanical components difficult to access?**

**Guidance:** Any obstacles blocking access to, or maintenance of, these components should be removed. Put a note in this form if access is blocked by a permanent fixture (e.g. fence) that is not easily removed. Do not enter the baffle box for inspection or maintenance unless you are a professional with confined entry certifications.

**Schedule:** Monthly

**2. Are trash, sediment, debris, grass clippings, or other materials that can obstruct stormwater flow present in the inlet or outlet areas?**

**Guidance:** Remove unwanted materials and correct any other problems that block the water flow into or out of the baffle box.

**Schedule:** Monthly

**3. Is water flowing from the outlet when it is not expected?**

**Guidance:** While baffle boxes have chambers that hold water permanently, other chambers are designed to drain quickly after a rainfall. This may take longer during especially wet periods. During dry periods, an outlet that is discharging water or water backed into the baffle box inlet may indicate a clog or blockage, or even a cracked vault or pipe that is allowing landscape water or ground water to enter the vault. Determine the cause and correct it. If the cause cannot be determined, call a civil engineer or the vendor of the baffle box system for assistance.

**Schedule:** Monthly

**4. Is there bare soil or evidence of erosion or scour at the outlets?**

**Guidance:** Outlets and the areas around them should not have any signs of erosion, and should be covered with enough vegetation, pavement, or other material to slow the water and prevent erosion. Typically, this is a rock lining, but can be concrete, asphalt, pavers, or even dense vegetation. If signs of erosion are visible at the outlet, install a rock lining that extends at least 10 feet beyond the area of erosion.

**Schedule:** Monthly

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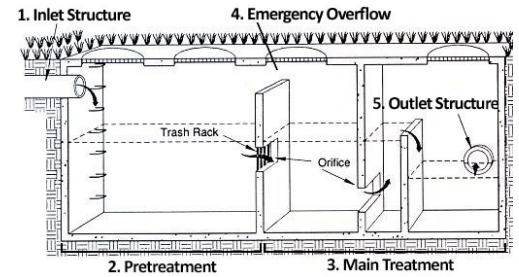
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Inspection Question	Answer			Describe Problem(s) and Solution(s)
	Y	N	NA	
<p><b>5. Is there evidence of erosion, bare soil, broken pipes, or broken concrete at the inlets?</b></p> <p><b>Guidance:</b> Most baffle boxes are directly connected to the stormwater system through stormwater pipes. Where inlet areas collect stormwater from pervious or impervious surfaces, these areas should have dense healthy vegetation or a rock, concrete, asphalt, or paver lining to prevent erosion. Bare soil or signs of erosion should NOT be present. Repair eroded areas and cover bare soil immediately with the appropriate vegetation or material cover. <b>Schedule:</b> Monthly</p>				
<p><b>6. Is there visual evidence of pollutants at the inlets, outlets, or on the surface of the baffle box (e.g. oil sheen, odd discoloration, stains, etc.)?</b></p> <p><b>Guidance:</b> Stockpiled materials can contain pollutants that are harmful or that can be hazardous. Remove or cover undesirable materials, fully preventing their exposure to rainfall or stormwater. <b>Schedule:</b> Monthly</p>				
<p><b>7. Notice another problem? Describe in comments.</b></p>	<p><b>Your Comments:</b></p>			

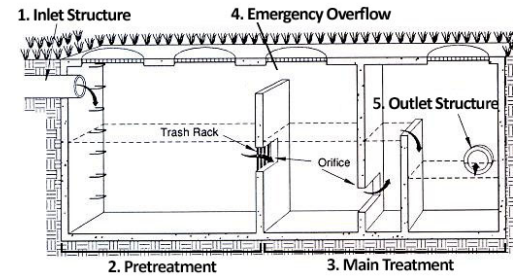
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Inspection Question	Answer			Describe Problem(s) and Solution(s)
	Y	N	NA	
<b>Pretreatment &amp; Main Treatment (Components 2 &amp; 3)</b>		Success Factors: Vegetation, Protection, Two-Day Drain Time, and Cleanliness		
8. Is the baffle box draining slowly or not at all? Is there a clogged component?				
<p><b>Guidance:</b> Visually check any components to see if they are clogged with debris, sludge, or other material can cause the baffle box to not function properly. Follow the manufacturer’s recommendations for cleaning and replacing components. If the baffle box still does not drain property, contact the manufacturer or another qualified professional.</p> <p><b>Schedule:</b> Monthly</p>				
9. Is the maintenance schedule provided by the manufacturer being followed?				
<p><b>Guidance:</b> Trapped material inside baffle boxes will require regular removal with a vacuum truck depending on manufacturer’s recommendations, usually on an annual basis. If the baffle box is not functioning properly, contact the manufacturer or another qualified professional.</p> <p><b>Schedule:</b> Per manufacturer’s schedule</p>				
10. Notice another problem? Describe in comments.	Your Comments:			

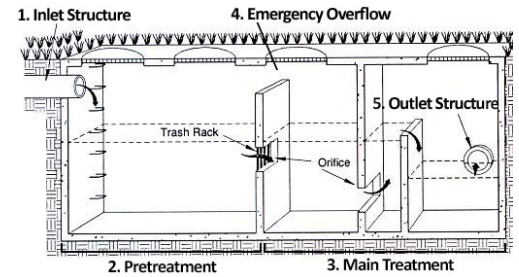
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Inspection Question	Answer			Describe Problem(s) and Solution(s)
	Y	N	NA	
<b>Property Draining to Baffle Box</b>				
<b>Success Factors: Vegetation, Protection, Two-Day Drain Time, and Cleanliness</b>				
11. Are there litter, grass clippings, trash, debris, or other materials that could enter the baffle box?				
<p><b>Guidance:</b> Trash and other materials can be carried into the BMP and block the inlets, outlets, or overflow, and fill up the chambers. Remove undesirable materials and keep the property clean. If baffle box requires cleaning due to overload of sediment, see #8.  <b>Schedule:</b> Weekly</p>				
12. Are there stockpiles of soil, chemicals, equipment, or other materials that could be a source of pollutants washing into the BMP during a storm?				
<p><b>Guidance:</b> Stockpiled materials can contain pollutants that are harmful or hazardous. Remove or cover undesirable materials, fully preventing their exposure to rainfall or stormwater.  <b>Schedule:</b> Monthly</p>				
13. Are there areas of erosion or exposed soil/bare earth that could be a source of sediment washing into the BMP during a storm?				
<p><b>Guidance:</b> Too much sediment washing into a baffle box can quickly fill in the settling chamber. Repair and revegetate all areas of erosion or exposed soil. If vegetation is not intended for these areas, cover them with mulch, wood chips, pavement or another hard surface to prevent sediment erosion. If baffle box requires cleaning due to overload of sediment, see #8.  <b>Schedule:</b> Monthly</p>				
14. Do activities occur in the area that may cause unusual or substantial amounts of pollutants to be discharged to the baffle box?				
<p><b>Guidance:</b> Activities include car or equipment washing, pet walking, construction vehicle traffic, etc. Prevent these activities from occurring or take steps to prevent the pollutants from reaching the BMP, such as washing cars in areas that drain to the wastewater system, street or parking lot sweeping, pet waste pickup stations, etc.  <b>Schedule:</b> Monthly</p>				
15. Notice another problem? Describe in comments.	<p><b>Your Comments:</b></p>			

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# Baffle Box Inspection Form

Use this page for any notes, comments, or questions generated by your inspection. If you are using this page to continue your notes from a previous section, please include the section name and section number. You may also use this page to address issues not covered on the inspection form.


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# Baffle Box Inspection Form

Provide a photograph(s) of your BMP to document the compliance inspection to be submitted every other year.

Photograph Description:	Photograph Description:
Date Photograph Taken:	Date Photograph Taken:

Submit completed forms to:

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