

Drainage Maintenance Schedule

The below schedule indicates the recommended minimum maintenance requirement to provide a fully functioning drainage system. It is recommended that this schedule is regularly reviewed by the operator and where necessary the actions and frequency are updated to reflect the ongoing operation of the facility.

The property will be under single ownership so there will be no conflict. The homeowner will undertake maintenance where practical and specialist contractors will be used where necessary.

No man entry is permitted into manholes or enclosed spaces unless performed by fully qualified personnel. Main yearly inspection to be undertaken after leaf fall in Autumn.

Approved safety procedures must be followed.

Ref	Maintenance Item	Required Action	Frequency
01	Below Ground Drainage Pipework	All drainage to be fully jetted and inspected for integrity by CCTV survey. Where pipework is damaged or obstructed localised repairs will be needed immediately to ensure operation of drainage systems.	10 yearly As required
02	Manholes	Inspect manholes and for integrity and debris. Remove cover and ensure water is flowing freely and unobstructed. Clean out blockages and repair damage	5 yearly As required
03	Roof Gutters	Visually inspect gutters for leaves and debris. Clearing/jetting of gutters to remove build-up of debris and leaves to prevent carry of material to below ground system. Waste material to be disposed to refuse.	Annually As required
04	External gullies	Inspect surface water gullies and silt traps To be cleaned with vacuum tanker when silt exceeds 50% of catch pit depth	Annually As required
05	Overland flow paths	Inspection of overland flow routes to ensure route not blocked by new structures, furniture, overgrown vegetation, walls or debris. Remove and maintain as necessary	6 Monthly
06	Vortex Flow Control	Remove cover and inspect, ensuring that water is flowing freely and that the exit route for water is unobstructed. Remove debris and silt.	Annually

Ref	Maintenance Item	Required Action	Frequency
07	Pumping Station	Supplier/Specialist to be appointed on maintenance contract to service inspect and maintain pumping stations to ensure they are functioning correctly, and that all alarms and controls are operational. Service provider to be enabled with remote connected communications to provide 24 hour monitoring of alarms. Contract to be a minimum level to ensure any emergency call out is undertaken within 24 hours.	6 Monthly

Record Keeping

To ensure the above maintenance regime is followed the operator will draw up a suitable maintenance schedule for completion by the site operatives and to be signed off by the relevant manager. The schedule will be based on the above table and will include:

- Date of maintenance inspection.
- 'Undertaken By' boxes to confirm inspection items carried out and by whom.
- A comments column to record condition of items inspected and what maintenance actions need to be taken or procedures to be instigated to correct any non-compliance with the operation strategy
- A column for confirming maintenance and/or rectification works have been carried out.
- An overall signature space for sign off by a competent member of the company's management team.

