



HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER: 2.21

DEPARTMENT: *Maintenance*

SUBJECT: *Catch Basins & Inspection
Maintenance*

APPROVAL DATE: November 2022

REVISION DATE:

REVIEW DATE:

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PURPOSE:

Catch Basins and storm drains will be checked on an annual basis to ensure proper operation as per best practices, bylaws, and Environmental regulations.

PROCEDURE:

The Manager of Corporate Facilities or designate will perform or contract the following tasks:

1. In the Spring, after snow clearing operations are completed and driveways and walkways are swept, check each catch basin and storm sewer on the property to ensure there is no significant build-up of sand or debris which will interfere with the proper draining operation. This accumulation should not exceed 12".

This is accomplished by removing the catch basin / storm sewer cover and visually inspecting. A length of ½" conduit can be utilized to determine how much sediment has built up on the bottom.

2. When accumulation of sediment and materials exceeds the recommended level or the build-up may inhibit the proper operation of the catch basin / storm sewer, hire a licensed, qualified waste removal contractor to power vacuum the catch basin / storm sewer.
3. Under NO condition shall an employee enter either a catch basin / storm sewer, as these are considered to be "**Confined Spaces**".
4. All maintenance, inspections, findings and determinations, equipment information, and identification will be recorded and documented in paper document format.

NOTE: Due to sand utilized on the parking lot during the winter months along with leaves and dirt, these catch basins require periodic clean out.