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| Civil Maintenance | | | | | Task: | Grading & Drainage | | | | | |
| INSTRUCTIONS: The assigned volunteer(s) may use these instructions to perform applicable inspections and/or preventive maintenance tasks. Additional notes/needed repairs can be listed below. Needed repairs or safety hazards should be addressed promptly. Please return the task instruction card to the maintenance binder or brother(s) assigned to coordinate maintenance activity when completed so that the maintenance schedule can be updated. | | | | | | | | | | | |
| Assigned To: | |  | | | | | | Date Assigned: | | |  |
| Assisted By: | |  | | | | | | Date Completed: | | |  |
| Frequency: | | Yearly | | Time to Complete / # of Volunteers: | | | | |  | | |
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| Task Description | | | | | | | | | | | |
| **REMINDER: Please do not attempt work that is beyond your ability to perform or the ability of those assisting.** | | | | | | | | | | | |
|  | **Have you reviewed the *Working Together Safely* (DC-82) and *Job Hazard Analysis* (DC-85) to determine the appropriate safety measures and protective equipment that should be worn?** | | | | | | | | | | |
|  | **Are high risk activities associated with this task? If so, are approved volunteers being used?** | | | | | | | | | | |
| Grading   * Inspect system for vegetation and clear any growing in riprap (rocks) or near entrance of sewer pipes with trunks larger than 1/2 inch diameter. Smaller vegetation may be allowed to remain. * Check the entire property for signs of soil erosion and ensure drainage channels are not being filled by natural soil movement or other obstructions. * Make sure efficient run-off is taking place. Remove or reduce vegetation or any build-up of silt that is preventing water from flowing properly to the designated areas where it can drain. * Verify that the grade around the building allows for water to easily shed away from the structure.   Storm Water Drainage System   * Walk over the whole site along the path that surface storm water takes looking for areas not draining properly. * Remove grated covers from all storm water drains in the paved areas. Clean the gratings as well as the grating support frame and clean away all dirt and debris from within the catchment area. If rusted, treat rust with a rust proofing agent. * Clear away all dirt, vegetation, and debris in paved and other storm water channels and outlets. Include all open ended storm water pipes running under paths and roads. * Inspect all storm water openings in the curb walls. Make sure that they are not blocked in any way. * Empty and clean the sediment from catch basins. * Clear splash blocks from dirt and debris and make necessary adjustments if the surrounding area is eroding. * Check the level of debris at the bottom of sand traps and clean out if necessary. | | | | | | | | | | | |
| Notes / Additional Repairs Needed | | | | | | | | | | | |
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| Task Version Created By: | | | Local Design/Construction Department | | | | Version Creation Date: | | | September 28, 2016 | |