

“Example”

Sanitary Sewer Collection System Operation and Maintenance Plan

Updated January 26, 2012

**ABC Apartment Complex
XYZ Property Management Company
700 N. Tryon Street
Charlotte, NC 28202
704-336-5500**

1.0 Collection System Map

A. System map has been created and is included as Attachment A.

2.0 Collection System Inspection

A. System inspection will be conducted quarterly during the months of January, April, July and October. Inspections will be documented in the Inspection Log found in Attachment B. The inspection will include:

(1) Manholes

- Open manhole cover and observe flow conditions
- Inspect for the presence of debris or build-up

(2) Aerial lines that cross the creek

- Inspect couplings
- Evaluate piers
- Remove any woody debris that has become lodged on the upstream side of the lines

(3) Clean-outs

- Ensure all clean-outs have their caps in place
- Inspect for the presence of debris or build-up

(4) Right-of-Way

- Remove underbrush and tree saplings from the right-of way on an as needed basis.

B. A pump station inspection will be conducted weekly because telemetry is present. The inspection will occur on the first day of the week and will be conducted by

[Name of Person or Company]. Inspections will be documented in a log book. The inspection will include:

- (1) Test audible and visual alarms
- (2) Test telemetry
- (3) Test level control floats
- (4) Test pumps
- (5) Inspect for the presence of debris or build-up. Debris and build-up will be removed as it accumulates.

In the event the power to the pump station is interrupted, contact [Name of Person or Company] immediately to secure an alternate power source.

3.0 Collection System Cleaning

- A. The system will be cleaned on June 1, 2010 and will be cleaned annually thereafter unless the Collection System Inspection indicates the need for additional cleaning. 123 Plumbing Company has been contracted to perform the annual system cleaning. As part of the cleaning, 123 Plumbing Company will collect and remove as much dislodged debris from the system as possible. Receipts for system cleaning will be filed in this Operation and Maintenance Plan. Contact Charlotte-Mecklenburg Utilities a week before cleaning activities occur.

4.0 Grease Education for New and Current Residents

- A. Grease posters have been posted in the main office, laundry room, fitness center and pool bathrooms.
- B. Grease door hangers will be distributed to all residents twice a year and will be documented in the Inspection Log.
- C. Grease education addendum must be signed by all new residents, as well as by current residents when renewing their lease. The addendum is included as Attachment C.

5.0 Response Procedures for Overflows and Back-ups

- A. For any overflows or back-ups, an Overflow Incident Report Form will be completed. The Overflow Incident Report Form is included as Attachment D. Response Procedures are as follows:

- Contact Maintenance Supervisor and the Mooresville Regional Office.

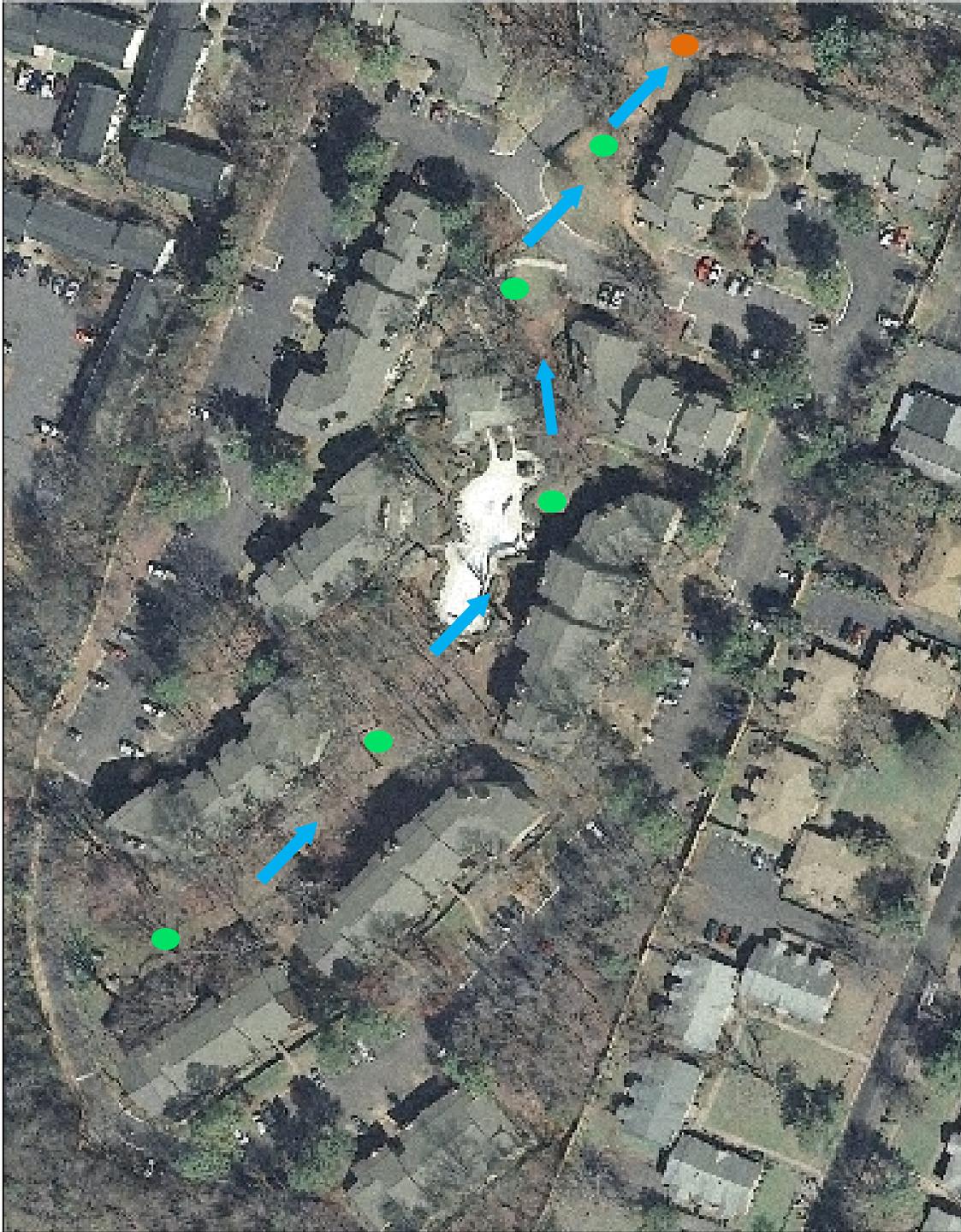
- Make sure someone is contacting a plumber. If not, contact one yourself. The contacted plumber must be able to be respond within 4 hours. If not, contact another plumber. A list of contact numbers is included in the front of this document.
- Fill out an Overflow Incident Report Form.
- Take pictures and include these in the Overflow Incident Report Form.
- Ensure that either maintenance or the contracted plumber removes solids and spreads hydrated lime. Make sure lime is not spread in the creek. Lime will be located in the Maintenance Shop.
- If the problem is isolated to a particular building, distribute grease education materials to residents in that building.
- If you have any problems or questions, contact the Service Manager.

6.0 Spare Parts and Equipment List

A. The following spare parts and equipment should be maintained on-site at all times:

- Clean-out caps
- Manhole lifting tool (pick or puller)
- Commercial grade degreaser
- Debris removal tool (sanitary sewer rake, scoop, paddle or retrieval device)
- Auger machine and/or plumber's snake
- Personal protective equipment (i.e., rubber boots, gloves and clothing)
- Spill response clean-up kit which should include a spill barrier device (boom or sock), hydrated lime, and trash bags for debris disposal

Attachment A
ABC Apartment Complex Sewer Collection System Map



● Manhole ● Pump Station ➔ Direction of Flow

Attachment B

COLLECTION SYSTEM INSPECTION LOG

ABC Apartment Complex

Month	Inspected By	Date	Comments	Problems/Actions Required	Contacted Utilities (week prior to annual cleaning)	Distributed Grease Hangers (twice a year)
January						
April						
July						
October						
January						
April						
July						
October						
January						
April						
July						
October						
January						
April						
July						
October						
January						
April						
July						
October						

Attachment C

Grease Free Lease Addendum
ABC Apartment Complex

Help Prevent Pollution!

Improper disposal of cooking oil and grease can result in costly sanitary sewer overflows and backups that can cause damage to your rental unit and can pollute Charlotte's water. Please help us keep our sewer lines **GREASE FREE!!**

As a resident of apartment _____, I agree to comply with the following in an effort to help prevent sanitary sewer overflows:

1. **NEVER** pour cooking oil and grease down any drains.
2. Carefully pour oil and grease into a lidded container, and place it in the trash. To help solidify the grease, you can freeze it first or add coffee grounds or kitty litter.
3. Use paper towels to wipe excess grease from pans and utensils before washing them.
4. Used oil and grease can be recycled at any of the four Mecklenburg County full-service recycling centers (<http://gis.mecklenburgcountync.gov/website/RecycleCenters/>).
5. **NEVER** put medications, diapers, paper or other objects down drains or toilets.

Date: _____

Signature(s): _____

Rental Agent: _____

