



## INSTRUCTIONS FOR PREPARING A STORMWATER FACILITY OPERATION & MAINTENANCE MANUAL (O&M MANUAL)

Operation and Maintenance (O&M) Manuals are required for all permanent best management practices (BMPs) installed on a site. The purpose of the O&M manual is to provide information to the person/entity responsible for operation and maintenance of the facility to ensure that the facility is adequately maintained to function as designed. The information that is provided in the O&M will help the maintenance personnel understand the facility, will provide guidance for inspection and maintenance operations specific to the type of facility, and will provide mechanisms for ensuring that the long-term maintenance of the facility is performed.

### Preparing the O&M Manual

1. Download the Stormwater Management Facility Operation and Maintenance (O&M) Manual and insert the project specific information
2. Download the Arapahoe County Stormwater Facilities Maintenance Agreement, insert project specific information and include in Appendix A
3. Download the sample of Appendix B (Description of Stormwater Management Facilities) Use this sample as a guide to prepare an Appendix B with project specific information
4. Download the Standard Operating Procedure (SOP) for the specific type(s) of permanent BMPs that are contained on the project. This document is generic, and requires no additional information unless the proposed BMP differs significantly from the standard. If this occurs, Arapahoe County Staff will work with the Applicant to modify the document.
5. Download the Inspection and Maintenance forms for each permanent BMP facility type
6. Download the Annual Inspection and Maintenance Reporting Form
7. Prepare a Stormwater Facilities Map in conformance with the Stormwater Facilities Map checklist and sample drawing. (Checklists and sample drawings are also available at the website link above)
8. Prepare a Stormwater Facility Plan and Profile and Detail Drawings for each Stormwater Facility, in accordance with the checklists for Stormwater Facility Plans and Details.

Assemble the O&M Manual in the following order:

Title Sheet (part of next document)

Stormwater Management Facility Operation and Maintenance document

Appendix A – Maintenance Agreement

Appendix B – Description of Stormwater Facilities

Appendix C – BMP Facility SOP (for each type of facility)

Appendix D – Inspection Form for each facility

Appendix E – Maintenance Form for each type of facility

Appendix F – Annual Inspection and Maintenance Submittal Form

Appendix G – Stormwater Facilities Map, Stormwater Facility Plan & Profile, and Detail Drawings

Completed O&M Manuals shall be provided to the County prior to approval of the Construction Plans. Once approved, the O&M Manual will be recorded. Applicants shall provide a copy of the final O&M Manual to the property owner.

Please note that this entire document is recorded. In order to meet County recording parameters, when submitting the O&M for final approval and recordation, please include one manual with all drawings reduced to 8½ x 14