



# Your Actions Prevent Stormwater Pollution!

## Standard Operating Procedures for Water Quality Protection

### Building Maintenance SOP

#### Why

**Standard Operating Procedures (SOPs)** have been prepared for all activities conducted as part of City Municipal Operations functions that have the potential to impact 'waters of the state. One of the primary goals of the SOPs is to **provide time-tested, generally accepted routine procedures that minimize the potential for release of pollutants from a site during the performance of activities.** Additional SOPs that compliment this SOP are the **Good Housekeeping SOP**, the **Landscaping SOP** and the **Chemical Application SOP**.

#### What

**Building Maintenance** is an operational best management practice (BMP) developed to control the maintenance and construction activities that take place at municipal facilities and their surrounding grounds with procedures to mitigate the contaminated debris, trash, and potential chemicals from reaching our stormwater system. These procedures are simple steps that must be included in everyday work activities to protect stormwater from contact with pollutants and are a joint responsibility of everyone in the work place conducting maintenance on buildings.



**Who**  
**Where**

All City employees or City-contracted personnel who work conduct maintenance on City buildings, including painting, window washing, sidewalk cleaning and the like, and building contractors.

All buildings and facilities where maintenance activities occur.

#### DO

- Remove trash and debris around building and grounds daily or as needed.
- Place temporary inlet protection at stormwater inlets to catch contaminants and wash water from maintenance activities.
- Have spill cleanup materials available and ready to go during painting activities or any activity that has chemicals standing by for use.
- Clean up paint or other spills promptly, with DRY methods, if possible.
- Oversee contractors to ensure that correct procedures are followed and contaminants are kept to a minimum, and contained.
- Ask the contractor for a list of chemicals they will be bringing on site for the maintenance work, and how they will control, contain and dispose of the unused portion of the chemicals and materials.
- Expect contractors to follow proper cleanup procedures; monitor progress.
- Keep maintenance equipment clean; do not allow a buildup of wastes.
- Maintain a record of contractor work, and if any spills/problems occurred.

#### DO NOT

- DO NOT** let trash and waste accumulate at or around the building.
- DO NOT** transfer, pour or dispose of maintenance materials outdoors in parking lots, near or in storm drains, drainage ditches, or any other location where they can runoff into the storm drain system.
- DO NOT** let maintenance wash water, chemicals, paint, or any other maintenance residue enter the storm drain system.
- DO NOT** handle containers alone if awkward or require over-exertion on your part. Get help and spread the weight load.
- DO NOT** repair maintenance equipment outside; use a covered, designated area for such repairs.
- DO NOT** hose down debris collected from sidewalk cleaning (unless floor drain is connected to the sanitary sewer); use dry sweeping method and dispose properly in trash.
- DO NOT** let contractors conduct maintenance in conflict with proper procedures for the work; monitor closely.