

MAINTENANCE SCHEDULE FOR (ENTER ADDRESS)

GENERAL			
MAINTENANCE ACTION	FREQUENCY	RESPONSIBILITY	PROCEDURE
Inspect gutters of building and remove any debris/sludge	Annually	Maintenance Contractor	Remove any leaves or debris and sludge from gutters of building and flush downpipes of building to remove any blockages. Pits downstream of downpipes to be cleaned of flushed debris.
Inspect pits and trench drains on site and remove debris/litter/sludge	Every month or following Rain Period	Maintenance Contractor	Remove grate. Remove any debris/litter/sludge from within pits.
Inspect site for litter and floatable debris and remove	Fortnightly	Owner	Remove litter from site and sweep all driveway and paths in order to remove leaves or sediments that may enter the drainage system.

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