



Standard Operating Procedure			SOP #:	EN-0617
Description:	Structural Control Maintenance			
Department:	Engineering Department	Date Revised:	6/15/2017	
Reviewed By:	Denise Brown	Approved By:	Nick Amberger	Effective Date: Immediately
Previous Revision Date: 6/15/2017			Original Date Prepared: 6/15/2017	
Job Classification: All Engineering Inspectors				

STRUCTURAL CONTROL MAINTENANCE:

1. During the quarterly inspection, the Inspector shall determine if maintenance of the structural control is needed. The inspector will determine the priority on how quickly maintenance should be performed. For Structural Control Inspections, please see SOP EN-0116.
2. The following categories shall be used to establish maintenance priority:
 - a) High – the structural control is not operating as designed and/or components of the structural control require immediate attention to prevent structure failure.
 - b) Medium – the structural control is operating as designed and components of the structural control only requires routine maintenance; and,
 - c) Low – the structural control is operating as designed and only requires routine cleaning to remove sediment, debris, and/or litter.
3. The maintenance requested along with the priority level are documented in the electronic tracking form. Additionally, a Structural Control Maintenance Request Form is filled out for the Public Works Department
4. The Structural Control Maintenance Request Form is submitted to the Public Works Department. A Public Works Department Supervisor coordinates all maintenance activities for structural controls.
5. If the maintenance requested is in a Park, the Public Works Supervisor will coordinate with the Parks Department, as needed. The Parks Department handles litter removal. Public Works will assist in the other maintenance.
6. Upon completion of the requested maintenance, Public Works documents and photographs the work that was completed. Page 2 of the Structural Control Maintenance Request Form is filled out and a copy is provided to the Engineering Inspector.
7. The completed forms are tracked by the Public Works and Engineering Departments.
8. The Inspector will enter the maintenance that was performed into an electronic form so that both the inspections and maintenance can be tracked digitally. The information can then be generated into a report for annual reporting purposes.