

MUNICIPAL MAINTENANCE YARD INSPECTION CHECKLIST

Date: _____ Time: _____

Site Name and Location: _____

Description of Activities: _____

Receiving Water Body: _____

Comments:

Fueling Areas

<input type="checkbox"/>	Proper use of spill overflow protection	
<input type="checkbox"/>	Roof on fueling area	
<input type="checkbox"/>	Dry cleanup methods implemented for fuels spills	
<input type="checkbox"/>	Tank certified by PBCDERM	
<input type="checkbox"/>	Leak detection system for fuel tanks	
<input type="checkbox"/>	Fueling pad graded for minimum runoff of storm water	
<input type="checkbox"/>	Fueling pad discharges into a storage sump, not into a storm system	

Vehicle and Equipment Maintenance

<input type="checkbox"/>	Proper storage & disposal of greasy rags, oil filters, air filters, batteries, spent coolant, etc.	
<input type="checkbox"/>	Labeling and tracking the recycling of hazardous waste materials	
<input type="checkbox"/>	Hazardous materials stored properly w/o evidence of spills	
<input type="checkbox"/>	Inventory of materials maintained onsite with labels and Material Safety Data Sheets	
<input type="checkbox"/>	Wrecked vehicles and "part vehicles" drained of all fluids	
<input type="checkbox"/>	Stored liquids and batteries have secondary containment	
<input type="checkbox"/>	Liquid waste disposed of properly and not being poured into storm system or sinks	
<input type="checkbox"/>	Empty dip pans are cleaned and stored properly	
<input type="checkbox"/>	Floor drains discharge into a storage sump with oil/water separator	

Outdoor vehicle and equipment storage

<input type="checkbox"/>	Ground free of visual stains from oil or other vehicle fluids	
<input type="checkbox"/>	Dip pans used during maintenance of vehicles	
<input type="checkbox"/>	Dip pans cleaned and stored properly	
<input type="checkbox"/>	Storage area covered and maintained properly	

Painting Areas

<input type="checkbox"/>	Paint and paint thinner stored and labeled properly	
<input type="checkbox"/>	Spray paint booths operating properly with a OSHA approved hood	
<input type="checkbox"/>	Personal protection cleaned and stored properly	
<input type="checkbox"/>	Proper painting equipment used and are cleaned and stored properly	
<input type="checkbox"/>	Recycling of used paints, paint thinner and solvents	
<input type="checkbox"/>	Employees trained on proper painting and cleaning procedures	

Vehicle and equipment washing areas

<input type="checkbox"/>	Area designated for cleaning activities	
<input type="checkbox"/>	Wash waters are contained and recycled, sumps clean and used properly	
<input type="checkbox"/>	Proper grading for wash water pad	
<input type="checkbox"/>	Parts and equipment washed within proper cleaning area	
<input type="checkbox"/>	Employees trained on proper washing procedures	

Liquid Storage in above ground storage

<input type="checkbox"/>	Installed per design with no leaks (pipes, pumps, valves, hoses, flanges, etc.)	
<input type="checkbox"/>	Storage containers maintained in good condition	
<input type="checkbox"/>	Safeguards installed, such as secondary containment	
<input type="checkbox"/>	System inspected regularly	
<input type="checkbox"/>	Employees trained on proper filling and transfer procedures	

Improper connections to storm sewer

<input type="checkbox"/>	Floor drains connected to collection system, not to storm sewer	
<input type="checkbox"/>	Runoff from wash, maintenance, storage and fueling areas not directed to storm drains	
<input type="checkbox"/>	Facility has updated plumbing schematics to reflect accurate discharges	
<input type="checkbox"/>	All underground storage tanks are maintained with proper safeguards	
<input type="checkbox"/>	Employees are trained on proper disposal of all materials used on site	

General Site

<input type="checkbox"/>	Emergency Response Plan on site	
<input type="checkbox"/>	Employees trained for emergency procedures	
<input type="checkbox"/>	Material Safety Data Sheets maintained in a location for emergency response	
<input type="checkbox"/>	Stock piles maintained properly to prevent runoff	
<input type="checkbox"/>	Litter control	

<input type="checkbox"/>	Inspected for indication of illicit discharges
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