

INSPECTION AND MAINTENANCE ACTIVITY PROFORMA FOR SITE AND BUILDING DRAINAGE (to be printed and completed for each inspection)

Date of inspection

Inspection by

<u>SITE AND BUILDING DRAINAGE</u>			
Maintenance item	Faults recorded / comments	Corrective action	Date corrective action completed
<u>Regular maintenance</u> Visually inspect gutters to ensure they are kept clear of leaves, debris etc. Lift covers of drainage to inspect chambers for debris and build-up of silts. Manhole covers are securely in place.			
<u>Occasional tasks</u> Remove leaves and debris from gutters. Remove debris from inspection chambers to ensure outlets are kept clear of debris to ensure adequate drainage.			