


Standard Operating Procedures (SOPs) for:		
<h1>Parking Lot Maintenance</h1> <p style="text-align: right;">Revised September 1, 2009</p>		
Purpose of SOP:	Stormwater pollution prevention procedures for the general maintenance of municipal parking lots, parking garages or elevated parking structures.	
Location of SOP:	(Indicate where SOP is kept.)	
Administrator of SOP:	(Indicate who reviews and updates SOP.)	

**Prerequisites**

1. Employees should attend PACE's general stormwater pollution prevention training. Contact PACE at 303-786-PACE.
2. Employees performing the procedures in this SOP read and refer to the materials in the *References and Related Procedures* section of this SOP.

**Stormwater Protection Equipment and Materials**

1. Spill kit and equipment for dry clean up (socks, absorbent pads, kitty litter, broom, and dustpan)
2. Inlet protection devices (wattles, drain covers, berms and/or filter fabric)

**Standard Operating Procedures**

**1. General Maintenance**

- Designate personnel to conduct inspections of parking facilities and stormwater conveyance systems on a regular basis.
- Clean leaves, trash, sand, and other debris from parking lots regularly or as needed to prevent debris from reaching any storm drain inlet or storm detention area.
- Sweep parking lots with a street sweeper regularly or as needed.
- The parking lots are inspected and evaluated for maintenance \_\_\_\_\_ times per year.
- Sweep after special events or construction projects.  
List which events require clean up: \_\_\_\_\_
- Sweep parking lots after winter storms, sanding events and after leaf season in the fall.
- What is the frequency of inspection and maintenance of parking lots or garages? (Please provide a copy of your schedule here or fill in the blank.) \_\_\_\_\_
- Stencil or mark any storm drain inlets in or near the parking lot with the message "Do not to dispose of any materials or wastes; drains to creek". (PACE can provide these markers.)
- Any automotive spills and/or drips must be cleaned up with dry clean-up methods (absorbents) and disposed of properly.
- For parking garages, ensure that elevator sump pumps, interior floor drains, and interior floor drains are plumbed to the sanitary sewer (not to storm drains).
- Inspect all dumpster or waste disposal areas regularly. Clean up any trash, spills or leaks and report leaking dumpsters to the disposal company.

**2. Maintenance of Storm Drains, Culverts and Detention Areas**

- Inspect storm structures, culverts, detention areas or structural BMPs regularly (monthly) for debris accumulation. Clean out as needed.
- Contact the appropriate municipal department to clean out any storm drains, structures or detention/infiltration areas.  
Department name and contact name: \_\_\_\_\_ Phone number: \_\_\_\_\_
- The cleaning frequency is: \_\_\_\_\_ x's / \_\_\_\_\_ (week/month/year).

**3. Paving, Re-surfacing and Concrete Projects**

- Re-seal or pave on dry days when no rain is expected or stop paving activities well before rainfall.
- Pre-heat, transfer, or load hot asphalt far away from storm drain inlets.
- Protect or block nearby, downstream, storm drain inlets from debris from maintenance work (asphalt cap, chip sealing, concrete breaking, or saw cutting). Leave inlet protection in place until the job is complete.

- Clean up debris from around inlets and dispose of properly.
- Designate a "Concrete Wash Out Area" on the job site - in a grassy or graveled area where pooled water can soak into the ground.
- If no "Wash Out Area" is available, wash out into a container (pool, bucket or wheelbarrow) and dispose of material properly.

#### 4. Painting and Striping

- Schedule painting, marking, and striping projects during dry weather only. Cease all activities when rain threatens.
- Use thermoplastic markings in place of paint whenever possible.
- Block nearby storm drain inlets (within 25 feet and down gradient of project).
- Promptly clean up any spills of paints, cleaners or other chemicals.

#### 5. Salt, Sand or Deicer Application

- Hand-apply deicer or sidewalk salt. Use sparingly.
- If truck-applying salt, sand or liquid deicer, use the lowest application rate that will be effective. Ensure that the equipment is calibrated to optimum levels according to manufacturer's instructions.
- Avoid applying liquid or solid salt products near creeks, drainage ditches, storm drain inlets or other water bodies.

#### 6. Snow Plowing and Snow Storage

- Do not plow, push, blow or store excess snow, deicer, or other debris into creeks, watercourses or storm drainage systems.
- Snow disposal areas should be located at least \_\_\_\_\_\* feet from or down gradient from any storm drain inlets, drainage ditches, ponds, creeks or wetlands. (\*500 feet is recommended or stricter limit)
- If possible, store excess snow in a pervious area where melt water can infiltrate into the ground and not into the storm drain system.
- If snow storage is on a paved area, sweep up debris after snow melt.
- Excess snow is stored at: \_\_\_\_\_
- If stored on a paved area, how often is the area swept? \_\_\_\_\_

#### Contracts & Contractors

- Contracts should include Stormwater Pollution Prevention language.
- Ensure that contractors implement proper Best Management Practices (BMPs) to prevent stormwater pollution.

#### Employee Training

- All applicable employees should be trained in general stormwater pollution prevention; including how to recognize and report illegal connections or discharges.

#### Record Keeping and Documentation

1. Keep al log of maintenance records in: \_\_\_\_\_
2. Keep a log of all employees trained in facility's Stormwater Pollution Prevention Binder or other location: \_\_\_\_\_  
\_\_\_\_\_. (This is also recorded in PACE's training list).

#### References and Related Procedures

PACE Government Operations website: <http://www.bouldercolorado.gov/www/pace/government/index.html>

1. PACE SOP: *Snow Plowing, Storage and Deicer Application*
2. PACE SOP: *Street Sweeping, Cleaning and Waste Disposal*
3. PACE SOP: *Waste Management and Disposal*
4. PACE SOP: *Street Maintenance and Repair*
5. PACE SOP: *Storm Drain System Maintenance*
6. PACE SOP: *Spill Prevention, Clean Up and Reporting*
7. PACE SOP: *Pressure Washing and Exterior Surface Cleaning*
8. PACE BMP: *Facility and Building Maintenance*
9. PACE BMP: *Material Loading and Unloading*
10. PACE Resource Sheet: *Municipal Parking Lot Maintenance*