



**City of Cambridge, MA  
Department of Public Works  
Implementation of Stormwater  
Management Plan**

**Good Housekeeping Inspection  
Form**

Facility Name and ID: \_\_\_\_\_

Facility Manager: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Date: \_\_\_\_\_

Previous Inspection Date: \_\_\_\_\_

Weather and approx Temp.: \_\_\_\_\_

Field Personnel: \_\_\_\_\_

Photo CD: \_\_\_\_\_

Separate Storm Sewer area:

Combined Sewer area:

**Directions:**

(1) For each activity, inspect whether the Best Management Practices (BMPs) listed are implemented at the Facility to the maximum extent practicable.

- Y = Yes
- N = No
- N/A = Not Applicable

(2) Indicate the overall effectiveness of the BMPs implemented.

- 1 = BMP not effective (improvement is possible)
- 2 = BMP effective

(3) Include any necessary comments. These include reasons why a BMP is not effective and the next course of action.

PART I: BMP CHECKLIST					
	ACTIVITY	BMP	BMP IMPLEMENTED	EFFECTIVENESS	COMMENTS
1	Road Sand/Salt Application and Storage	Proper Storage	Y N N/A	1 2	
		Proper Disposal	Y N N/A	1 2	
		Proper Removal	Y N N/A	1 2	
		Proper Use	Y N N/A	1 2	

**PART I: BMP CHECKLIST**

	<b>ACTIVITY</b>	<b>BMP</b>	<b>BMP IMPLEMENTED</b>	<b>EFFECTIVENESS</b>	<b>COMMENTS</b>
2	Snow Stockpiling/Removal	Proper Stockpiling Procedures	Y N N/A	1 2	
		Proper Plowing Procedures	Y N N/A	1 2	
3	Materials Management	Material Inventory	Y N N/A	1 2	
		Solid Waste	Y N N/A	1 2	
		Alternative Products	Y N N/A	1 2	
4	Hazardous Material Storage	Loading/Unloading	Y N N/A	1 2	
		Container Storage	Y N N/A	1 2	
		Maintenance	Y N N/A	1 2	
		Disposal	Y N N/A	1 2	
5	Vehicle Fueling, Maintenance and Storage	General Practices	Y N N/A	1 2	
		Fueling	Y N N/A	1 2	
		Vehicle Maintenance	Y N N/A	1 2	
		Disposal	Y N N/A	1 2	
		Used Oil Recycled	Y N N/A	1 2	
6	Vehicle Washing	General Wash Practices	Y N N/A	1 2	
		Vehicle and Equipment Cleaning	Y N N/A	1 2	
		Disposal	Y N N/A	1 2	
		Wash at Commercial Facility	Y N N/A	1 2	
7	Spill Prevention and Response	Implement Plan or SPCC	Y N N/A	1 2	
		Spill/Leak Prevention	Y N N/A	1 2	
		Spill Clean Up	Y N N/A	1 2	
		Reporting	Y N N/A	1 2	

**PART I: BMP CHECKLIST**

	<b>ACTIVITY</b>	<b>BMP</b>	<b>BMP IMPLEMENTED</b>	<b>EFFECTIVENESS</b>	<b>COMMENTS</b>
8	Lawn and Grounds Maintenance	Landscaping	Y N N/A	1 2	
		Fertilizer and Pesticide Management	Y N N/A	1 2	
		Debris Removal	Y N N/A	1 2	
9	Street and Parking Lot Sweeping	Sweep in the spring	Y N N/A	1 2	
		Properly dispose of sweep material	Y N N/A	1 2	
		Maintain a log of sweeping activities	Y N N/A	1 2	
10	Catch Basin Cleaning	Clean in the spring after sweeping activities	Y N N/A	1 2	
		Properly dispose of catch basin cleanings	Y N N/A	1 2	
		Maintain a log of cleaning activities	Y N N/A	1 2	
11	Stormwater, Sanitary and Water Line Maintenance	Protocols in Place	Y N N/A	1 2	
12	Pet Waste and Litter	Public Education (signs, pooper scooper stations)	Y N N/A	1 2	
13	Sidewalk Cleaning and Repair	Properly clean sidewalks	Y N N/A	1 2	
		Properly repair sidewalks	Y N N/A	1 2	
14	Graffiti Cleaning	Properly clean graffiti	Y N N/A	1 2	
15	Mosquito Control	Protocols in Place	Y N N/A	1 2	

**PART I: BMP CHECKLIST**

	<b>ACTIVITY</b>	<b>BMP</b>	<b>BMP IMPLEMENTED</b>	<b>EFFECTIVENESS</b>	<b>COMMENTS</b>
16	Waste Management	General	Y N N/A	1 2	
		Controlling Litter	Y N N/A	1 2	
		Waste Collection	Y N N/A	1 2	
		Good Housekeeping	Y N N/A	1 2	
		Chemical/Hazardous Waste	Y N N/A	1 2	
		Runon/Runoff Prevention	Y N N/A	1 2	
17	Building Operations	Outside Pressure Washing	Y N N/A	1 2	
		Building Repair, Remodeling, Construction	Y N N/A	1 2	

**PART II: PERSONNEL AND PROPERTY CHANGES EVALUATION**

**Have any new staff personnel begun working at the Facility?** Y N  
 If yes, list names of new personnel and dates personnel were/are going to be trained to implement Good Housekeeping BMPs:

**Are there new significant materials that could be exposed at the Facility?** Y N  
 If yes, describe the type, location conducted, purpose, and responsible City Department:

**PART I: BMP CHECKLIST**

ACTIVITY	BMP	BMP IMPLEMENTED	EFFECTIVENESS	COMMENTS
<p><b>Are there new activities that could expose significant materials at the Facility?</b> Y N</p> <p>If yes, describe the type, location conducted, purpose, and responsible City Department:</p>				
<p><b>Are there new major changes to the Facility drainage (e.g., new construction, grading activities, etc.)?</b> Y N</p> <p>If yes, describe:</p>				

**PART I: BMP CHECKLIST**

<b>ACTIVITY</b>	<b>BMP</b>	<b>BMP IMPLEMENTED</b>	<b>EFFECTIVENESS</b>	<b>COMMENTS</b>
<b>Suggested improvements (or new BMPs) include the following:</b>				