

Tree Well Filter Maintenance Plan for [[== Insert Project Name ==]]

[[== Insert Date ==]]



Proprietary Tree Well Filters typically consist of a pre-cast concrete box with a small tree or shrub planted in engineered media with surface mulch.

Project Address and Cross Streets _____

Assessor's Parcel No.: _____

Property Owner: _____

Phone No.: _____

Designated Contact: _____

Phone No.: _____

Mailing Address: _____

The property contains [[== insert number ==]] tree well filter(s), located as described below and as shown in the attached site plan:

- **Tree Well Filter No. 1** is located at [[== describe location ==]].
- [[== Add descriptions of other tree well filters, if applicable. ==]]

I. Routine Maintenance Activities

The principal maintenance objective is to prevent sediment buildup and clogging, which reduces pollutant removal efficiency and may lead to tree well filter failure. Routine maintenance activities, and the frequency at which they will be conducted, are shown in Table 1.

Table 1 Routine Maintenance Activities for Tree Well Filters		
No.	Maintenance Task	Frequency of Task
1	Evaluate health of trees and groundcover. Remove and replace all dead and diseased vegetation.	Twice a year
2	Maintain vegetation and the irrigation system. Prune and weed to keep tree well filter neat and orderly in appearance.	As needed
3	Check that planting mix is at appropriate depth and replenish as necessary.	Before wet season and as necessary
4	Check that mulch is at appropriate depth (3 inches per soil specifications) and replenish as necessary.	Monthly
5	Remove sediment, litter and debris from tree well filter. Confirm that no clogging will occur and that the filter will drain per the design specifications. Dispose of sediment, litter and debris properly.	Before wet season and as necessary

Table 1 Routine Maintenance Activities for Tree Well Filters		
6	Inspect Tree Well Filter to ensure that it drains between storms and within five days after rainfall.	Periodically or as needed after storm events
7	Inspect overflow pipe to ensure that it will safely convey excess flows to storm drain. Repair or replace any damaged or disconnected piping.	As necessary
8	Inspect tree well filter using the attached inspection checklist.	Monthly, or after large storm events, and after removal of accumulated debris or material

II. Prohibitions

Do not use pesticides or other chemical applications to treat diseased plants, control weeds or removed unwanted growth. Employ non-chemical controls (biological, physical and cultural controls) to treat a pest problem. Prune plants properly and at the appropriate time of year. Provide adequate irrigation for landscape plants. Do not over water.

III. Mosquito Abatement

Standing water shall not remain in the treatment measures for more than five days, to prevent mosquito generation. Should any mosquito issues arise, contact the San Mateo County Mosquito Abatement District (SMCMAD), as needed for assistance. Mosquito larvicides shall be applied only when absolutely necessary, as indicated by the SMCMAD, and then only by a licensed professional or contractor. Contact information for SMCMAD is provided below.

San Mateo County Mosquito Abatement District
1351 Rollins Road
Burlingame, CA 94010
PH: (650) 344-8592, FAX: (650) 344-3843
[Email: info@smcmad.org](mailto:info@smcmad.org)

IV. Inspections

The attached Tree Well Filter Inspection and Maintenance Checklist shall be used to conduct inspections monthly (or as needed), identify needed maintenance, and record maintenance that is conducted.

Tree Well Filter Inspection and Maintenance Checklist

Property Address: _____

Property Owner: _____

Treatment Measure No.: _____

Date of Inspection: _____

Type of Inspection: Monthly Pre-Wet Season
 After heavy runoff End of Wet Season
 Other: _____

Inspector(s): _____

Defect	Conditions When Maintenance Is Needed	Maintenance Needed? (Y/N)	Comments (Describe maintenance completed and if needed maintenance was not conducted, note when it will be done)	Results Expected When Maintenance Is Performed
1. Vegetation	Vegetation is dead, diseased and/or overgrown.			Vegetation is healthy and attractive in appearance.
2. Planting Mix	Planting mix too deep or too shallow.			Planting mix is at proper depth for optimum filtration and flow.
3. Mulch	Mulch is missing or patchy in appearance. Areas of bare earth are exposed, or mulch layer is less than 3 inches in depth.			All bare earth is covered, except mulch is kept 6 inches away from trunks of trees and shrubs. Mulch is even in appearance, at a depth of 3 inches.
4. Trash and Debris Accumulation	Trash and debris accumulated in the tree well filter. Filter does not drain as specified.			Trash and debris removed from tree well filter and disposed of properly. Filter drains per design specifications.
5. Sediment	Evidence of sedimentation in tree well filter.			Material removed so that there is no clogging or blockage. Sediment is disposed of properly.
6. Standing Water	When water stands in the tree well filter between storms and does not drain within five days after rainfall.			There should be no areas of standing water once inflow has ceased. Any of the following may apply: sediment or trash blockages removed, overflow pipe repaired.
7. Overflow Pipe	Does not safely convey excess flows to storm drain. Piping damaged or disconnected.			Overflow pipe conveys excess flow to storm drain efficiently.
8. Miscellaneous	Any condition not covered above that needs attention in order for the tree well filter to function as designed.			Meet the design specifications.