

SuDS Operation & Maintenance

Site Location - Silver Birches, Heath Ride, Finchampstead,
Wokingham, RG40 3QJ

1. Ownership & Responsibilities

The owners of the properties will be responsible for operating and maintaining all drainage and SuDS assets on the site.

2. SuDS Assets Covered

Sitewide below-ground drainage (manholes, pipes, channels, gullies).
Infiltration tanks, Rainwater Harvesting Tank, Pumps.

3. Inspection & Maintenance Schedule

Frequencies shown are minimums; increase after extreme weather, visible poor performance (e.g. standing water, reduced drawdown), or following construction/landscaping changes. Follow manufacturer recommendations for any proprietary components. Keep a maintenance log of all inspections, actions and parts replaced.

3.3 Sitewide Drainage — Good Housekeeping

Check gutters, downpipes, gully pots and channels; remove litter and silt.
Ensure grates and covers are secure and serviceable.

4. Records & Handover or Sale

On sale provide incoming owner(s) with this schedule, as-built plans, O&M manuals, warranties and maintenance records, and obtain written confirmation of the transfer of responsibilities.

5. Health, Safety & Access

All maintenance must be undertaken by competent persons following risk assessments and method statements. Confined-space entry, electrical isolation procedures must be followed where applicable.

Manhole and Inspection Chamber Maintenance Schedule

Regular inspection and maintenance of manholes and inspection chambers are essential to ensure that the drainage system remains functional, safe, and free-flowing. Adequate access should be provided to all chambers and covers for inspection and maintenance, including for appropriate equipment and personnel.

All inspection and maintenance activities should be undertaken by competent personnel in accordance with current health and safety legislation and confined space entry procedures.

Manhole and Inspection Chamber Operation and Maintenance Requirements

Required Action	Frequency	Notes / Responsible Party
Visual inspection of chamber covers and frames for damage or displacement	Quarterly	Client
Check for surface debris or sediment obstructing cover access	Quarterly	Client
Inspect chamber walls and benching for cracks, displacement, or corrosion	Annually	Client
Check for signs of infiltration, leakage, or excessive silt build-up	Annually	Client
Remove silt, debris, or obstructions from chamber base and benching	Annually	Approved Contractor
Jet wash or vacuum clean chambers where necessary to maintain free flow	As required	Approved Contractor
Inspect step irons or access ladders for corrosion or instability	Annually	Client
Check and reseal or replace damaged covers or frames	As required	Approved Contractor
Monitor and record any recurring defects or blockages	Ongoing	Client

All inspections and maintenance operations should be documented, with reports kept for review and compliance purposes. Records should detail the date, nature of inspection, findings, and any remedial actions undertaken.

ACO Drain Operation & Maintenance Requirements

Regular inspection and maintenance is important for the effective operation of ACO drains as designed.

Adequate access should be provided to the drain channels and maintenance points for inspection and maintenance, including for appropriate equipment and vehicles.
Operation and maintenance requirements for drains are described below.

ACO Drain Operation and Maintenance Requirements

Maintenance schedule	Required action	Frequency
Regular maintenance	Litter and debris removal from drain channels, gratings and access chambers	Monthly (or as required)
	Check and clear gratings and access covers to ensure free flow of water	Monthly (or after heavy rainfall)
	Visual inspection of channel for blockages or standing water	Monthly
	Check for damage to gratings, frames and channels	Quarterly
Occasional maintenance	Remove sediment build-up in channels and silt traps	Six monthly
	Jet wash channels to remove silt or blockages	Annually (or as required)
	Inspect outlet connections for leaks or damage	Annually
Remedial actions	Repair or replace damaged gratings or frames	As required
	Re-level channels if settlement or misalignment occurs	As required
	Clear blockages in outlets or downstream pipework	As required
Monitoring	Inspect channels, gratings, outlets and access chambers for silt accumulation	Half yearly
	Establish appropriate sediment removal frequency based on site conditions	Half yearly

Cellular Tanks Operation & Maintenance Requirements

Regular inspection and maintenance is required to ensure the effective long-term operation of below ground modular storage systems.

Specific maintenance needs of the system should be monitored, and maintenance schedules adjusted to suit requirements.

Modular systems – operation and maintenance requirements

Maintenance schedule	Required action	Recommended Frequency
Regular maintenance	Inspect and indentify any areas that are not operating correctly. If required, take remedial action	Monthly for three months then annually
	Remove debris from the catchment surface (where it may cause risks to performance)	Monthly
	For systems where rainfall infiltrates into the tank from above, check surface of filter for blockage by sediment, algae, or other matter; remove and replace surface infiltration medium as necessary	Annually
	Remove sediment from pretreatment structures and/or internal forebays	Annually, or as required
Remedial actions	Repair/rehabilitate inlets, outlets, overflows, and vents	As required
Monitoring	Inspect/check all inlets, outlets, overflows, and vents to ensure that they are in good condition and operating as designed	Annually
	Survey inside of tank for sediment buildup and remove if necessary	Every five years or as required

Maintenance activities should be detailed in the health and safety plan and a risk assessment should be undertaken.

Drainage Pump and Pump Chamber Maintenance Schedule

Regular inspection and maintenance of drainage pumps and pump chambers is essential to ensure their efficient and reliable operation as designed. Adequate access should be provided to all chambers, pumps, and maintenance points for inspection and maintenance, including appropriate equipment and personnel.

Do NOT enter the chamber without appropriate PPE and RAMS in place.

All pumps are to be maintained by an approved pump manufacturer under a formal service agreement for the lifetime of the development. This includes an annual service to ensure that the pumps remain operational and perform as specified.

Drainage Pump and Pump Chamber Operation and Maintenance Requirements

Required Action	Frequency	Notes / Responsible Party
Visual inspection of pump chamber and covers for damage or obstruction	Monthly	Site maintenance team
Check for accumulation of debris, grease, or silt within pump chamber	Monthly	Site maintenance team, report to the pump manufacturer/service agreement any issues
Remove any rags, sediment, or debris build-up from sump or chamber base	Annually	Pump manufacturer under service agreement
Inspect and test pumps under operational load conditions	Annually	Pump manufacturer under service agreement
Lubricate mechanical components as required by manufacturer	Annually	Pump manufacturer under service agreement
Check discharge pipework and joints for leaks or damage	Annually	Pump service engineer
Replace worn or defective pump components	As required	Pump manufacturer under service agreement
Monitor pump run hours and service intervals to schedule maintenance	Ongoing	Site management / Pump manufacturer

All maintenance records should be retained for audit and warranty purposes. Service logs and inspection reports from the pump manufacturer must be reviewed annually to confirm that the system remains in good operational condition.

Infiltration Trench Operation & Maintenance Requirements

Regular inspection and maintenance is important for the effective operation of trenches as designed.

Adequate access should be provided to the trench surface and maintenance points for inspection and maintenance, including for appropriate equipment and vehicles. Operation and maintenance requirements for trenches are described below.

Trenches operation and maintenance requirements

Maintenance schedule	Required action	Frequency
Regular maintenance	Litter and debris removal from trench surface, access chambers and pre-treatment devices	Monthly (or as required)
	Removal and washing of exposed stones on the trench surface	Annual (bi-annual the first year) or when silt is evident on the surface
	Trimming of any roots that may be causing blockages	Annual(semi-annual the first year)
	Remove weeds on the trench surface	Monthly (at start, then as required)
Occasional maintenance	Removal of sediment from pre-treatment devices	Six monthly
	Remove tree roots or trees that grow close to the trench	As required
	At locations with high pollution loads, remove surface geo-textile and replace, and wash or replace filter media	Five yearly
Remedial actions	Clear perforated pipework of blockages	As required
	Rehabilitate infiltration or filtration surfaces	As required
	Replace geo-textiles and clean and replace filter media, if clogging occurs	As required
	Excavate trench walls to expose clean soils if infiltration performance reduces to unacceptable levels	As required
	Inspect inlets, outlets and inspection points for blockages, clogging, standing water and structural damage	Monthly
Monitoring	Inspect pre-treatment systems, inlets, trench surfaces and perforated pipework for silt accumulation. Establish appropriate silt removal frequencies	Half yearly

Sediments excavated from upstream pre-treatment devices that receive runoff from residential or standard road and roof areas are generally not toxic or hazardous material and can be safely disposed of by either land application or land filling. However, consultation should take place with the environmental regulator to confirm

appropriate protocols. Sediment testing may be required before sediment excavation to determine its classification and appropriate disposal methods. For industrial site runoff, sediment testing will be essential. In the majority of cases, it will be acceptable to distribute the sediment on-site if there is an appropriate safe and acceptable location to do so.

Maintenance activities should be detailed in the health and safety plan and a risk assessment should be undertaken.

Rainwater Harvesting Operation & Maintenance Requirements

Rainwater systems should be designed so that use of the systems can be temporarily discontinued, for example if maintenance is required. Most systems require periodic checking and maintenance to ensure trouble-free and reliable operation. There are wide differences in the extent of maintenance required for different systems and manufacturer's guidelines should always be followed.

Rainwater harvesting for domestic use: operation and maintenance requirements

Maintenance schedule	Required action	Frequency
Regular maintenance	Inspection of the tank for debris and sediment buildup, inlets/outlets/withdrawal devices, overflow areas, pumps, filters	Annually (and following poor performance)
	Cleaning of tank, inlets, outlets, gutters, withdrawal devices, and roof drain filters of silts and other debris	Annually (and following poor performance)
Occasional maintenance	Cleaning and/or replacement of any filters	Three monthly (or as required)
Remedial actions	Repair of overflow erosion damage or damage to tank	As required
	Pump repairs	As required
Monitoring	Inspection of the tank for debris and sediment build up.	Annually (or following poor performance).
	Inspection of inlets, outlets and withdrawal devices.	Annually (or following poor performance).
	Inspection of areas receiving overflow, for evidence of erosion.	Annually (or following extreme events).
	Inspection of any pumps – check function and wiring.	Annually.
	Inspection of roof drain filters.	Annually (or following poor performance).

Maintenance and operational requirements must be made clear in the O&M Manual.