



**Standard Operating Procedures (SOPs) for:  
Facilities and Building Maintenance**

Revised April 6, 2015

Purpose of SOP:	Stormwater pollution procedures for the maintenance of buildings, facilities, and fixed structures operated or owned by a municipality or county
Location of SOP:	<i>(Indicate where SOP is kept- electronic or hard copy: _____)</i>
Administrator of SOP:	<i>(Indicate who reviews and updates SOP: _____)</i>

**Prerequisites**

1. Employees should attend KICP's general stormwater pollution prevention training. Contact BCPH/PACE at 303-786-7223.
2. Employees performing the procedures in this SOP should 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)
3. Containers for collecting paint wastes
4. Tarps or ground cloths

**Standard Operating Procedures**

**1. Building and Landscape Maintenance**

- Maintain the storm drain system (ditches, inlets, catch basins, culverts, drainage channels, or underground lines) on your property. Clean at least twice a year, late in the fall and in the spring. This is done \_\_\_\_\_ x's/ \_\_\_\_\_.
- Do not pressure-wash or hose-off surfaces with soap or chemicals unless wastewater is collected. Do not let wastewater enter storm drains.
- If only cleaning surfaces of ambient dust (with water only), the wastewater can be drained to nearby landscaped/vegetated areas or allowed to pool on-site and evaporate.
- Maintain sprinkler systems as to not over-irrigate. Never water at rates that exceed the infiltration rate of the soil.
- Overflow drains from fountains or decorative ponds should be discharged to the sanitary sewer, drained to a vegetated area, or re-used for irrigation. If fountains or decorative ponds are treated with algaecides or other chemicals, the discharge must be approved by the local wastewater treatment facility.
- If paving or sealing a roof, sidewalk or parking lot, prevent the sealant from reaching the gutters or drains. Use absorbent booms or pigs to protect storm drains.
- Stencil storm drains on your property with the message "*Warning: Drains to Creek, Do Not Dump*".

**2. Heat Transfer Equipment and HVAC Equipment Cleaning**

- Do not allow cooling towers to discharge, leak, or mist-out into roof drains -if drains empty onto pavement, streets or storm drains. Cooling towers should discharge to the sanitary sewer, if permitted by your local wastewater facility.
- Blow-down from utility boilers may not be discharged outside to pavement or to storm drains. Wastewater should be sent to the sanitary sewer.
- Air conditioner (HVAC) condensate that has been treated with algae inhibitors must be discharged to the sanitary sewer as allowed by the local wastewater treatment facility and not discharged to storm drains.
- Liquid from flushing HVAC or chiller condenser tubes must be captured and disposed of properly. Comply with the Colorado Department of Public Health and the Environment's *Industrial Permit Requirements for Commercial Washing of Outdoor Structures*: [Commercial Washing of Outdoor Structures](#).

### 3. Fire Suppression (Sprinkler) System Testing

- Discharges from chemical suppression systems must be disposed properly either in the sanitary sewer or other disposal methods and must not be allowed to flow outside to paved surfaces that may lead to storm drains.
- Discharges from underground flush tests, fire pump tests, and hydrant flushing should utilize BMPs from CDPHE's [Low Risk Discharge Guidance: Guidance for Fire Suppression Discharges](#). And [Low Risk Discharge: Discharges of Potable Water](#)
  - No chemicals are added.
  - Discharge water has not been used for another process (washing, heat exchange, manufacturing and hydrostatic testing of pipelines or not associated with treated water distribution systems).
  - Discharge shall not cause erosion.
  - Discharge shall not contain solid materials.
  - Discharge shall comply with lawful requirements of applicable local agencies regarding discharges to storm sewer systems.
  - Discharge must not contain residual chlorine at the point where it discharges to State Waters (stream, creek, gully whether dry or flowing).
  - Removal of any residual chlorine may be achieved by allowing water to stand or pool until no chlorine is detected or by de-chlorination using a potable de-chlorinator.
  - Water should not cause toxicity to vegetation.
  - Promote infiltration to the extent possible.
  - Obtain permission if discharge is to sanitary sewer.
- Discharges from inspector tests, main drain tests and full flow (back flow) tests are subject to a "Hydrostatic Testing of Pipelines, Tanks and Similar Vessels Discharge Permit". The application can be found at [Hydrostatic Testing of Pipelines, Tanks and Similar Vessels Discharge Permit Application](#).
- Discharges disposed of to the sanitary sewer need permission from the local wastewater treatment facility.

### 4. Floor Drains and Elevator Shaft Pumps

- Ensure that elevator sump pumps, interior floor drains, and parking garage floor drains are plumbed to the sanitary sewer (not to storm drains).
- Note: A State of [Colorado Wastewater Discharge Permit](#) may be required if these drains do not go to sanitary sewer.
- If there are any hydraulic fluid leaks from elevators, assure proper cleanup.

### 5. Janitorial Practices

- Never dump mop water or cleaning wastewater outside, into parking lot or storm drains. Dispose of wastewater in mop sink or other sanitary sewer drain. (This also includes wastewater from automated floor or carpet cleaning equipment.)
- Do not pour, transfer, or dispose of any material outdoors or near a storm drain.

### 6. Painting, Staining and Sandblasting

- Use a ground cloth or oversized tub for paint mixing and tool cleaning. Properly dispose of the wastes.
- Enclose spray-painting operations with tarps or other means, as possible, to minimize wind drift and to contain overspray.
- Clean paintbrushes and tools used to apply water-based paints in sinks plumbed to a sanitary sewer or in portable containers that can be emptied into sanitary sewer drains. Never clean tools over a storm drain or outside.
- Brushes and tools used for oil-based paints, finishes, thinners, solvents or other materials must be cleaned over a tub or container and the cleaning wastes disposed or recycled at an approved hazardous waste facility. Never clean tools over a storm drain or outside.
- Promptly cleanup any spills of paints, cleaners or other maintenance chemicals or supplies. See *BMP: Spill Cleanup* for details.
- When sand blasting exterior surfaces, place tarps or ground cloths beneath the work area to capture sand blasting media and debris. Enclose the sand blasting area with tarps or plastic to protect from wind and to capture airborne particles (dust).
- Cease all sand blasting operations on windy days.

## 7. Waste Management

- All waste receptacles must be leak-tight with tight-fitting lids or covers. This includes dumpsters and compactors.
- Keep all container lids closed at all times unless adding or removing material.
- If possible, Store waste receptacles (dumpsters) indoors, under a roof or roof overhang or inside a shed or covered structure.
- Sweep up around outdoor waste containers regularly.
- Ensure proper disposal of grease bins or tallow bins. Clean up any spills or leaks.
- Do not hose-out dumpsters outdoors. Return dumpsters to the disposal company for cleaning at their facility. If dumpsters must be washed, do so in a wash bay or in an area where wastewater will drain to the sanitary sewer.

## Contractors

- Contracts should include stormwater pollution prevention language.
- Ensure that contractors implement proper Best Management Practices (BMPs) to prevent stormwater pollution and know whom to contact in case of spill.

## Employee Training

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

## Record Keeping and Documentation

1. Keep a list of all employees trained in the facility's Stormwater Pollution Prevention Binder.
2. Keep copies of all contracts for building services or other maintenance.
3. What department is responsible for cleaning of storm drains, ditches or culverts for your municipality?  
(Contact Name) \_\_\_\_\_ Department: \_\_\_\_\_ Phone #: \_\_\_\_\_
4. Keep records of any routine cleaning of parking lots, storm drains or culverts.

## References and Related Procedures

1. PACE Municipal Operations website: <http://pacepartners.com/index.php/municipal-stormwater-operations>
2. Stormwater BMPs: *Building Maintenance*
3. Stormwater BMPs: *Contracts and Property Leasing*
4. Stormwater BMPs: *Good Housekeeping & Spill Prevention*
5. Stormwater SOPs: *Spill Prevention, Clean Up and Reporting*
6. Stormwater SOPs: *Waste Management, Storage and Disposal*
7. Stormwater SOPs: *Pressure Washing and Exterior Cleaning*
8. CDPHE Guidance *Cosmetic Power Washing Operations to Land*:  
[https://www.colorado.gov/pacific/sites/default/files/WQ%20LOW%20RISK%20POWER%20WASHING\\_0.pdf](https://www.colorado.gov/pacific/sites/default/files/WQ%20LOW%20RISK%20POWER%20WASHING_0.pdf)