



Water Quality Assessment and Action Plan for Building Maintenance Businesses

We hope you will join with the Auburn University Marine Extension and Research Center to become a

Clean Water Guardian

After reviewing the reference manual, you probably have a good idea about how your business activities can affect water quality and how to use Best Management Practices (BMPs) to prevent pollution.

Please fill out this form to create your own action plan for protecting water quality. Send it to the address below and we will work with you to become a Clean Water Guardian.

In return for your efforts, we will seek publicity for your business through news articles, displays, and speaking engagements. We will also encourage consumers to look for the Clean Water Guardians logo at your business when they select services.

If you have questions or want help completing this form, call and ask for the Clean Water Guardians Coordinator.

Send completed forms to:

Contact Information: Auburn University Marine Extension and
Research Center
4170 Commanders Drive
Mobile, AL 36615
Phone: 251/438-5690
FAX: 251/438-5670





Water Quality Assessment and Action Plan for Building Maintenance Businesses

Business Information

Business Name _____

Type of business _____ Number of employees _____

Address _____ Zip _____

Contact Person _____ Title _____

Phone _____ Date _____

Business Activities That Can Affect Water Quality

Check which of the following activities are carried out by your business.

Using parking lots for parking, loading, or storage

Producing wastes such as carpet cleaning wash water

Managing employees

Washing equipment, vehicles, pavement or buildings

Storing wastes and materials

Handling materials that can spill (such as solvents)

Preserving wooden decking

Sealing driveways

Using or maintaining vehicles and mechanical equipment

Other _____

Directions For Completing the Assessment and Action Plan



The actions listed in the rest of this form are based on BMPs listed in Section 3 of your *Water Quality Protection for Area Business* manual. Please refer to your manual for a complete list and description of the BMPs.

BMP #1	Catch Basin Care
BMP #2	Oil/Water Separator Installation and Maintenance
BMP #3	Maintaining Other Drainage System Features
BMP #4	Keeping a Clean Work Site
BMP #5	Waste and Materials Storage
BMP #6	Spill Prevention and Clean Up
BMP #7	Vehicle and Equipment Washing
BMP #8	Outdoor Pressure Washing
BMP #11	Using Roof Preservatives
BMP #12	Applying Pavement Seal Coatings
BMP #15	Waste Minimization
BMP #16	Recycling
BMP #17	Waste Disposal
BMP #19	Erosion and Sediment Control
BMP #24	Employee and Client Education

Directions (see example below):

- For each action that follows, check one of the three boxes in the ASSESSMENT column (*Not applicable, Always/usually, or Needs improvement.*)
- Then, check the corresponding box in the Action Plan column (*Plan to continue or Plan to implement*) to make the BMP part of your action plan.
- If you check *Plan to implement*, also indicate who will do it and in what time frame.
- If the action requires ongoing employee training or commitment from management, check that box too as a reminder to include it in your employee education activities.

Example

	ASSESSMENT		ACTION PLAN
2. Surfaces that drain to the storm drainage system are kept clean and wastes are properly disposed.	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually <input checked="" type="checkbox"/> Needs improvement	 	<input type="checkbox"/> Need training/information <input type="checkbox"/> Plan to continue <input checked="" type="checkbox"/> Plan to implement Who <u>facility manager</u> When <u>weekly</u> <input type="checkbox"/> Requires ongoing education/commitment

A. General Housekeeping

BMP #1, 2, 3, 4.

	ASSESSMENT	ACTION PLAN
<p>1. Surfaces that drain to the storm drainage systems are kept clean and wastes are properly disposed.</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>2. All wastes are regularly cleaned up around dumpsters and in loading areas.</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>3. The catch basins at any sites where you're responsible for outdoor maintenance are routinely inspected and cleaned when needed (see BMP #1).</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>4. The oil/water separator at any site where you're responsible for outdoor maintenance is cleaned as necessary (see BMP#2).</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>5. The detention system at any site where you're responsible for maintenance is inspected and cleaned as necessary.</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment

6. For potentially harmful liquids which could spill (such as gasoline and oil) there is a spill control plan (see BMP #6).

ASSESSMENT

- Not applicable
- Always/usually ⇒
- Needs improvement ⇒

ACTION PLAN

- Need training/information
- Plan to continue
- Plan to implement
- Who _____
- When _____
- Requires ongoing education/commitment

7. Dumpsters, compactors, waste materials, and other containers and products from which pollutants can leak or be washed out are kept covered.

- Not applicable
- Always/usually ⇒
- Needs improvement ⇒

- Plan to continue
- Plan to implement
- Who _____
- When _____
- Requires ongoing education/commitment

8. Fleet vehicles are regularly maintained to prevent leakage of oil and other fluids.

- Not applicable
- Always/usually ⇒
- Needs improvement ⇒

- Plan to continue
- Plan to implement
- Who _____
- When _____
- Requires ongoing education/commitment

Comments:

B. Washing Equipment and Facilities

BMP #7, 8

	ASSESSMENT	ACTION PLAN
<p>1. Vehicle and equipment washing is done in a designated area that drains to the sanitary sewer or a sump, as appropriate (see BMP #7).</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>2. Wash water from pressure washing is diverted away from storm drain inlets and diverted to sanitary sewer (with permission), a grassy area, or a sump(see BMP #8).</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>3. Sweeping and other mechanical cleaning is used as an alternative to pressure washing when possible.</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment

Comments:

C. Specialty Maintenance

BMP #5, 9, 11, 12

	ASSESSMENT	ACTION PLAN
<p>1. The least hazardous wood preservatives or driveway sealants are selected and are stored off the ground or floor in a covered area.</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>2. Leftover wood preservatives are saved for future applications and the empty containers are properly disposed.</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>3. When a deck or driveway is cleaned before chemical application, moss, leaves, pine needles, or excess chemicals are not allowed to enter the storm drain.</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
<p>4. During chemical application, the directions are followed exactly and steps are taken to keep excess product from entering the storm drains.</p>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment

Comments:

D. Waste Management

BMP #15, 16, 17

1. Does your business generate more than 220 pounds of hazardous waste per month or at any one time?

- No
 Yes

⇒

We have a large quantity generator identification number from the Alabama Department of Environmental Management.

2. Hazardous wastes that are not recycled are disposed through a treatment, storage, and disposal facility (see BMP #17).

- | ASSESSMENT | ACTION PLAN |
|--|--|
| <input type="checkbox"/> Not applicable | <input type="checkbox"/> Need training/information |
| <input type="checkbox"/> Always/usually ⇒ | <input type="checkbox"/> Plan to continue |
| <input type="checkbox"/> Needs improvement ⇒ | <input type="checkbox"/> Plan to implement |
| | Who _____ |
| | When _____ |
| | <input type="checkbox"/> Requires ongoing education/commitment |

⇒

3. Non-hazardous wastes that are not recycled are properly disposed (see BMP #17).

- | ASSESSMENT | ACTION PLAN |
|--|--|
| <input type="checkbox"/> Not applicable | <input type="checkbox"/> Need training/information |
| <input type="checkbox"/> Always/usually ⇒ | <input type="checkbox"/> Plan to continue |
| <input type="checkbox"/> Needs improvement ⇒ | <input type="checkbox"/> Plan to implement |
| | Who _____ |
| | When _____ |
| | <input type="checkbox"/> Requires ongoing education/commitment |

⇒

4. Waste is minimized by purchasing the least hazardous materials, using only what is needed, and recycling whenever possible.

- | ASSESSMENT | ACTION PLAN |
|--|--|
| <input type="checkbox"/> Not applicable | <input type="checkbox"/> Plan to continue |
| <input type="checkbox"/> Always/usually ⇒ | <input type="checkbox"/> Plan to implement |
| <input type="checkbox"/> Needs improvement ⇒ | Who _____ |
| | When _____ |
| | <input type="checkbox"/> Requires ongoing education/commitment |

⇒

5. Which of these materials do you recycle or compost?

- Antifreeze
 Vehicle oil
 Glass

- Plant debris
 Paper
 Other _____

Comments:

F. Education

BMP #24

	ASSESSMENT	ACTION PLAN
1. Employees are trained in how to prevent water pollution and in applicable best management practices.	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
2. Storm drains near the business office or construction site are stenciled "Dump No Waste, Drains to Stream."	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
3. The business suggests ways that clients can help protect water quality.	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Need training/information <input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
4. Managers are committed to environmental protection and convey this commitment to employees.	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment

Comments:

G. Other Additional actions to protect water quality:

	ASSESSMENT	ACTION PLAN
1. _____ _____ _____ _____ _____ _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment
2. _____ _____ _____ _____ _____	<input type="checkbox"/> Not applicable <input type="checkbox"/> Always/usually ⇒ <input type="checkbox"/> Needs improvement ⇒	<input type="checkbox"/> Plan to continue <input type="checkbox"/> Plan to implement Who _____ When _____ <input type="checkbox"/> Requires ongoing education/commitment



Thank you for completing the assessment and action program.

Please send the completed form to:

Auburn University Marine Extension and Research Center
 4170 Commanders Drive
 Mobile, AL 36615
 Phone: 251/438-5690
 FAX: 251/438-5670

Reviewer _____ Date _____

Notes

