



west virginia department of environmental protection

Environmental Enforcement
601 57th Street SE
Charleston, WV 25304
(304) 926-0470 Fax: (304) 926-0478

Joe Manchin III, Governor
Randy C. Huffman, Cabinet Secretary
www.wvdep.org

Example Maintenance Plan

Instructions: (Do not include this page in submitted plans)

The Dam Safety Rules include a provision (47CSR34-16.1.b.) requiring all dam owners to develop a maintenance plan and submit it to the DWWM EE/Dam Safety Section for approval. In addition, completion of an approved maintenance plan is necessary for Certificates of Approval to be extended each year.

The example maintenance plan format on the next two pages is recommended in order to streamline approval of the plans. Dam Safety recognizes that some dams may require a different and more detailed plan. Alternate formats will be accepted, provided an equal or greater level of information is provided. The example plan aims for the simplicity of a vehicle maintenance chart with “X” in the month when maintenance items are to be performed. The owner may propose a site specific plan using the blank chart pages provided after the example plan.

The owner should submit the maintenance plan to the above address, attn: Dam Safety Section. The approved plan should be provided to engineers performing periodic inspections for the owner. The owner should consider alteration of an approved maintenance plan following each periodic inspection by the owner’s engineer. Dam Safety may also require new or updated maintenance plans as a result of a state inspection.

APPENDIX A – EXAMPLE MAINTENANCE PLAN

EXAMPLE MAINTENANCE PLAN FOR SAMPLE DAM ID# 11111

20XX

Type of Maintenance	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Monitoring Plan Inspection	X	X	X	X	X	X	X	X	X	X	X	X
Annual Engineer Inspection					X							
Embankment												
Mow Embankment			X				X			X		
Repair Erosion Gullies				X								
Revegetate Bare Areas				X					X			
Clean Embankment Outlet Pipe	X			X			X			X		
Repair All Animal Burrows			X		X		X		X			
Remove Trees/Brush				X					X			
Pipes and Conduits												
Inspect PSW Pipe Interior					X							
Repair/Replace Animal Guards				X						X		
Clear Subdrain Outlets					X							
Clear Debris from Stilling Basin				X								
Clear Brush/Trees from Outlet Channel				X								
Rock Rip-Rap												
Replace Missing/Moved Rock				X					X			
Remove Vegetation from Rocks				X					X			

EXAMPLE MAINTENANCE PLAN FOR SAMPLE DAM ID# 11111

20XX

[illegible]

MAINTENANCE PLAN FOR _____ DAM ID# _____ 20__

Type of Maintenance	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Monitoring Plan Inspection												
Annual Engineer Inspection												
Embankment												
Mow Embankment												
Repair Erosion Gullies												
Revegetate Bare Areas												
Clean Embankment Outlet Pipe												
Repair All Animal Burrows												
Remove Trees/Brush												
Pipes and Conduits												
Inspect PSW Pipe Interior												
Repair/Replace Animal Guards												
Clear Subdrain Outlets												
Clear Debris from Stilling Basin												
Clear Brush/Trees from Outlet Channel												
Rock Rip-Rap												
Replace Missing/Moved Rock												
Remove Vegetation from Rocks												

Comments: _____

MAINTENANCE PLAN FOR _____ DAM ID# _____ 20__

Type of Maintenance	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Mechanical												
Exercise Gates/Machinery												
Lubricate Fittings/Bearings												
Remove Rust												
Repaint Metal Parts												
Concrete												
Remove Vegetation from Joints												
Reseal Joints/Cracks												
Repair Spalls/Cracks												
Clear Weep Holes												
Earth Spillways												
Repair Grass/Reseed												
Remove Obstructions												
Clear Side Slope Slides												
Clear Trees/Brush												
Repair Vehicle/Cattle Traffic Damage												
Repair/Replace Access Gates												

Comments: _____

MAINTENANCE PLAN FOR _____ DAM ID# _____ 20__

Type of Maintenance	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

Comments: _____

