

# Slough Borough Council – maintenance plan and example record form

Slough Borough Council require to have information on who and how drainage systems will be maintained. This should be provided in a document which includes a map showing the location of features & structures and access routes. For each drainage feature or structure photos of the features or structures must be included and referenced on the location map using a record form such as shown in Table 1 below. A risk assessment must also be included that will identify the method of maintenance and identify any risks to the public.

Table 1. Example feature/structure maintenance record form.

	<b>Details</b>	<b>Cost</b>
Planning application reference		
Maintainer <i>e.g Build It Well</i>		
Contact details <i>Email, phone</i>		
Date <i>dd/mm/yyyy</i>		
Feature <i>e.g. Swale 1</i>		
Grid reference <i>e.g. GB 43540 45670</i>		
Plan reference <i>e.g. Swale 1</i>		
Initial maintenance	<i>e.g. Check for litter and vegetation growth</i>	
Monthly maintenance	<i>e.g. Removal of litter / None/</i>	<i>e.g. Arranged through residents association contact Mr Good. 079394909</i>
Annual maintenance	<i>e.g. Grass cutting to ensure 150mm grass in swale (0.5 day)</i>	<i>e.g. £100 per person per day</i>
Ad hoc maintenance	<i>e.g. Removal of silt and replacement of impermeable liner every 5 years</i>	<i>e.g. £1000 labour and transport of waste per annum. £3000 estimated for replacement of liner and construction</i>