



# CITY OF TROUTDALE

## Grease Trap/Interceptor O & M PLAN GUIDELINES

***The following information must be included in your Operations and Maintenance Plan required by the City of Troutdale:***

### **1. GENERAL INFORMATION**

- Facility Name, Address, On-site Contacts, Phone Numbers
- Hours of Operation
- Type of Property, Legal Property Description
- Type of Business

### **2. FACILITY LAYOUT**

*Include a Diagram (8.5" x 11" paper, if possible) that Shows the Following:*

- Property Boundaries
- Entrance and Exit Routes
- Grease Trap/Interceptor Location(s)
- Sampling Manhole Location
- Fixtures connected to grease trap/interceptor

### **3. OPERATIONS & MAINTENANCE PROCEDURES**

- Inspection/ Maintenance Schedule of grease trap/interceptor
- Procedures for Inspection/Maintenance
- Best Management Practices Utilized

### **4. RECORD KEEPING**

- Detailed Schedule for Record Keeping for Entire System
- Provide Copies of Record Keeping Forms
- Note location On-site for Record Storage