



GREEN ROOF

2023 ANNUAL INSPECTION AND MAINTENANCE LOG

Site Name: _____ Date: _____

Facility Location: _____ Facility Unit ID #: _____

Owner's Name (Please Print): _____

Inspector: _____

Name

Email Address

Address

Phone Number

Inspector's Signature¹: _____

- A qualified professional should perform the inspection and submit **one maintenance log per year, per facility**.
- Return completed logs, no later than **January 31, 2024**, to:
New Castle County, Department of Public Works,
ATTN: Carolyn Magnotti, 187-A Old Churchman's Road, New Castle, DE 19720,
or EMAIL: Carolyn.Magnotti@newcastlede.gov, or FAX: (302) 395-5802
- This facility should be inspected frequently (once a month) or as needed for plant establishment, leaks, and other functional or structural concerns or in accordance with the Operation and Maintenance Plan (O&M).
- The use of herbicide, insecticides, fungicides, and fertilizers should be avoided, since their presence could hasten degradation of the waterproof membrane. Irrigation is required for plant establishment during the first year. After the first year, maintenance consists of trash and debris removal, weeding of invasive species, and membrane inspections.
- Photos of Inspections and Completed Maintenance are required and must be attached.

¹ To avoid the need for a scanner, you may electronically sign this document by typing your name as follows: "/s/ John Q. Public."



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Inspection Item	Inspection Completed (Yes / No)	Maintenance Needed (Yes/No)	Dates of Inspection and Completed Maintenance / Comments / Description of Issues
Debris Removal (Monthly)			
Leaf, trash, or debris on roof surface			
Blockage of debris screen for gutter or overflow			
Vegetation (Monthly)			
Plants are healthy and amount are consistent with O&M Plan			
Plant replacement / bare spots			
Weeding /mowing / trimming			
Growing Media/ Soil Substrate (Annual)			
Media is level / thickness per plan			
Erosion			
Structural Components (Annual)			
Irrigation system leaking (if applicable)			
Spalling or cracking of structural parts			
Access/ maintenance routed free of debris and maintained			
Tears or perforation in membrane or geotextile fabric			
Interior building leaks			
Structural Deterioration			