

Canterwood Division 12 STEP Association

Infrastructure Maintenance Plan and Schedule

2023-04-21

The Canterwood Division 12 STEP Association system has infrastructure components that require ongoing maintenance. It is a best practice to ensure all components are checked and maintained on a routine basis and replaced if needed in a controlled and scheduled manner to minimize community impacts. Unanticipated failures can occur and if they do, repairs will be accomplished in the least impactful way.

In keeping with these best practices, the Board of Directors (BOD) developed an infrastructure maintenance plan and schedule. This plan includes both Association-owned and homeowner-owned assets that require maintenance.

Canterwood Division 12 STEP Association-owned Infrastructure

Note: Some infrastructure components have not been found/field verified. See Canterwood Division 12 STEP Association Found Infrastructure for known components and locations.

Inspection and Maintenance Plan (Performed Annually Unless Noted)

- Terminus Infrastructure
 - Discharge Pipe
 - No inspection necessary
 - Manhole near aerator and terminus vault (ownership of this manhole is not certain)
 - Visual check
 - Move lid—ensure access if needed-biannual
 - Aerator
 - Locking system intact, lock functional, oil and reseal
 - Carbon filter lid intact
 - Internal lid intact
 - Signage present and legible
 - Vegetation clear
 - Internal aerator components are free of debris
 - Vault and Surrounding Area:
 - Concrete structure intact
 - Vegetation clear from perimeter
 - Signage present and legible
 - Locking mechanism clean and functioning
 - Hinges and hinge pin keepers intact
 - Pressure sustaining device-visual

- Flow meter operational, intact and lens clean —triannual inspection. **Note:** no meter maintenance required—meter has a 10 year battery, from the date of manufacture. Current Octave Meter was manufactured in 2012, therefore failure is expected in 2022 but it may last longer. The low battery indicator notice turns on and is supposed to have a 6 month remaining life.
 - Valves exercised—biannual with required community notification
 - Vault clean and water free
 - Stand-pipe adjacent to concrete vault (1 shutoff valve for vault sump) Pipe and lid present and intact; valve exercised, biannual--**Note: Long handle valve wrench needed.**
- Treatment House
 - Structure-exterior
 - Signage present and legible
 - Roof clean
 - Vegetation clear around perimeter
 - Structure-interior—performed triannually
 - Fan-operational
 - Lights-operational
 - Heater-operational
 - Shelving-intact
 - Breaker panel-appearance
 - Rodent issues/access points
 - Flow meter operational and 9v back-up battery
 - Peristaltic Pump-operational
 - Pressure gage-operational
 - Leaks-absent
 - Floor grate movable
 - Safety supplies present and greater than 1 year left before expiration dates
 - Valves exercised
- Vault located on 47th Ave Ct NW
 - Concrete structure intact
 - Signage present and legible
 - Vegetation clear from perimeter
 - Locking mechanism clean and functioning
 - Hinges and hinge pin keepers intact
 - Pressure sustaining device-visual
 - Vault covers accessible, present/intact
 - Vault clean and water free
 - Exercise valves - biannual with required community notification
- Gate valves--STEP line, low point drain, pig ports, and air vacuum release assembly gate valves (see Canterwood Division 12 STEP Association Found Infrastructure for location descriptions.

- Valve covers
 - Covers present and painted
 - Accessible/intact
- Valve accessible
- Valve exercised- biannual with required community notification
- Pig ports, air vacuum release, and low point drain
 - Riser lids
 - Uncovered/intact
 - Fasteners in-place as required

Infiltration and Inflow (I&I)

Homeowner's system infiltration and inflow (I&I) assessment of homeowner tanks and risers will be initiated by the BOD if/when system flows indicate I&I issues.

Homeowner-owned Infrastructure

Maintenance of individual homeowner equipment is the responsibility of each homeowner and the BOD will remind homeowners of the following annually.

Homeowner Shut-off Valves (71 in the STEP system)

- Location established and recorded in homeowner notes
- Valve covers accessible and intact
- Valves accessible and exercised

Septic Tank Lids (71 sets of 3 for a total of 213 in the STEP system):

- Location established and recorded in homeowner notes
- Accessible
- Intact
- Secured

Control Box (71 in the STEP system)

- Location established and recorded in homeowner notes
- Accessible
- Pump and alarm shut-offs known

Septic Tanks

- Pump tanks every 3-7 years (depends on use)
- Clean pump chamber filter (depends on use)