



Manhole Inspections

Oneida County Sewer District Standard Operating Guidelines

Purpose:

To establish a consistent procedure for regular inspection of manholes to minimize the risk of damage to people and property due to failure of manholes.

Procedure:

Perform inspections of manholes at least every 36 months or when concern is raised due to an alert or an incident. Proper maintenance and repair of manholes ensures reliability and safety of sanitary flow.

Safety:

Be aware of your surroundings when inspecting manholes. Do not inspect manholes in the street without taking proper safety precautions regarding traffic. Protect the public from exposed manholes and the dangers that may emerge from an exposed manhole (vermin, bees, etc.). Do not enter a manhole without the proper training.

Documentation:

Attach all relevant additional information to each checklist after completion of inspection. Properly file checklists in the right format (hard copy, electronic) and location immediately after inspection. In the event of an emergency, contact the following:

Emergency	Name	Contact Info

Manhole Address:

Street: _____ City: _____ State: _____ Zip code: _____

Reason for inspection (emergency, routine maintenance, etc.):

Record the following:

Manhole Diameter	
Manhole Depth (rim to invert)	
Interceptor	
Manhole Wall Material (concrete/brick)	

Inspect Manhole Cover:

- Note condition of the cover, (corrosion, general condition and fit)

Inspect Manhole Frame:

- Note the condition of the frame. Does it need to be replaced, raised, reset, etc.?



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Inspect Manhole Chimney:

- Check for leaks in the chimney, (areas that need mortar repaired; note any offsets)

Inspect the Manhole Wall:

- Check for corrosion and leaks

Condition of Manhole:

- Check overall condition of the manhole (excessive clogging, grease buildup, roots, odor, vermin, infiltration, inflow, structural problems)

Any emergencies noticed during the inspection (immediate rehabilitation due to structural failure or blockage) should be reported to _____ . **Report excessive infiltration to** _____ .

Additional Observations:

Based on the conditions observed during the site visit, it is recommended that a follow-up inspection be performed within:

1 month _____	12 months _____	24 months _____
6 months _____	18 months _____	36 months _____

Any rehabilitated or newly discovered manholes shall be reported to the County GIS coordinator, Jeff Quackenbush.