Standard Opera	Issue Date:				
City of Lexington					
Street Department					
<b>Sweeping Stree</b>					
Approved by:					
Community Service Director					
Purpose of SOPs:  Procedures for the operation and maintenance of street sweepers, frequency of sweeping, disposal of debris, and recordkeeping to prevent pollution from entering the stormwater sewer systems.					
Equipment Inventory: The following is a list of street sweeping equipment:					
<b>Equipment Number</b>	Make	Description	Sweeper Speed	or other notes)	

### **Standard Operating Procedures**

City of Lexington
Street Department

## **Sweeping Streets and Parking Lots**

# Issue Date:

### **Operations**

- 1. Operate all sweepers and equipment according to the manufacturer's recommended settings, standards, and procedures.
- 2. While sweeping, drive between the optimal sweeping speed limit, as recorded in the equipment list above.
- 3. Sweeping will not take place during inclement weather circumstances, including dangerous weather, snow events, etc.
- 4. If spills occur or illegal discharges are seen, report to the Development Services Director.

#### Maintenance

- 1. Sweepers will be checked for leaks after every use. Immediately contain and properly clean up any spills.
- 2. Regular preventative maintenance to prolong equipment use (such as greasing moving parts and minor adjustments) occur twice per calendar month when is use or as needed.
- 3. Parts are replaced as needed. Brushes are replaced when bristle length is less than approximately 4 inches, or manufacturers recommendation.
- 4. Equipment is washed at City Service Building located at 801 W. Vine Street to trap grease, oils and sediment in accordance with Vehicle Washing SOP found here: [enter location of vehicle washing SOP].
- 5. The left-over debris is scraped out from the hopper after each debris dumps.

#### Schedule

- 1. Street sweeping will primarily take place between the months of April and October.
- 2. All streets with curbing and/or catch basins shall be swept a minimum of once per year in the spring (following winter activities such as sanding). Streets are swept according to the street list and schedule located [location of schedule, it is recommended to insert here or attach to this document].
- 3. Priority roads and parking lots are identified based on pollutant load reduction potential, based on inspections, pollutant loads, catch basin cleaning or inspection results, land use, impaired or TMDL waters or other relevant factors. These roads and parking lots are listed below and will be swept more frequently as indicated in the table.

These roads/parking lots may be grouped by road category as long as the city's list of streets and parking lots also indicates the applicable road category (e.g. main arterials, residential areas, commercial areas, downtown areas, municipal parking lots, industrial areas, etc.).

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## **Sweeping Streets and Parking Lots**

Priority Road/ Parking Lot Name (or Category)	Frequency of Sweeping

### [Expand table as necessary]

The list of priority roads and parking lots will be reassessed annually.

- 4. The sweeping schedule is assessed one time per year and updated as necessary.
- 5. A map of city streets and parking lots are located in the Development Services Department GIS.
- 6. Events/activities that require special sweeping are [events., e.g. town construction, fairs, farmers markets, concerts, etc.].

#### **Storage and Disposal**

- 1. Temporary storage of solid sweeping debris is on an impervious surface or in a truck/dumpster that is protected from runoff. The storage location is 801 W. Vine Street.
- 2. Solid sweeping debris is brought to 801 W. Vine Street for permanent disposal. Debris is permanently disposed of once per month during sweeping period.
- 3. Decant water is discharged to storage an onsite stormwater treatment facility.
- 4. Weighing process: The amount of solid sweeping debris will be weighed by [process, e.g. weighing the sweepers before and after sweeping before debris is unloaded].

# **Standard Operating Procedures**

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# **Sweeping Streets and Parking Lots**

### **Training**

1. Employees are trained [one] time per year in this procedure and the proper operation of equipment. Employees are also trained in stormwater pollution prevention, spill and response, and illicit discharge detection and elimination procedures.

**Issue Date:** 

### **Record Keeping**

- 1. Records are kept City Service Building and the Development Services Department.
- 2. [Measures—the points of solid debris removed and number of miles swept, along with any other measures recorded] are recorded after each sweeping.
- 3. The number of curb miles swept per [unit of time, e.g. month] is calculated [unit of time, e.g. annually].
- 4. A list of employees implementing the SOPs and the completion of their training(s) can be found at 801 W. Vine Street.

### Revising the SOPs

1. These procedures are reviewed one time per year and updated as needed