

Standard Operating Procedures
City of Lexington
Street Department
Sweeping Streets and Parking Lots

Issue Date:

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:

Equipment Number	Make	Description	Sweeper Speed (or other notes)

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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 in use or as needed.
3. Parts are replaced as needed. Brushes are replaced when bristle length is less than approximately 4 inches, or manufacturer's 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 dump.

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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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.

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