# Southern California Drain Maintenance & Education Planner

*A Coordination and Documentation Tool for Routine Drain Care and Tenant/Staff Education Across Restaurant and Multifamily Properties*

**How to Use This Planner**

This tool helps property and facility managers coordinate, schedule, and document drain maintenance and education programs systematically. Use Part 1 to establish your property profile and drain system inventory. Use Part 2 to build and track your maintenance schedule. Use Part 3 to document staff or tenant education initiatives. Use Part 4 to log drain incidents and identify patterns. Use Part 5 to track grease interceptor compliance for restaurant and commercial kitchen properties. Use Part 6 as a quick reference for Southern California drain maintenance priorities. Complete the relevant sections for your property type. Restaurant and commercial kitchen properties will use all six parts. Multifamily residential properties will use Parts 1 through 4 and Part 6, skipping Part 5.

*This planner is provided as a general reference and planning tool for informational purposes. It does not constitute legal or regulatory advice. FOG compliance requirements vary by sewer agency across Southern California. Always verify current requirements with your serving sewer agency and a licensed plumber before making compliance or maintenance decisions.*

## PROPERTY INFORMATION

| Field | Details |
|---|---|
| Property Name / Address | |
| Number of Units / Seats / Kitchen Stations | |
| Building Age / Year Built | |
| Lateral Line Material (if known) | ☐ Cast iron ☐ PVC ☐ Clay ☐ Concrete ☐ Unknown |
| Water Service Area | ☐ City of Los Angeles ☐ LA County (unincorporated) ☐ Orange County ☐ San Diego County ☐ Inland Empire - specify city: _____ |
| Sewer Agency | |
| Known Hard Water Conditions | ☐ Yes - Inland Empire / LA Basin ☐ Moderate ☐ Soft water area ☐ Unknown |
| Primary Plumbing Service Provider | |
| Person Responsible for Drain Maintenance Program | |
| Last Full Planner Review Date | |

## PART 1: DRAIN SYSTEM INVENTORY

*A complete inventory of the drain system components requiring scheduled maintenance is the foundation of a proactive program. Without knowing what needs maintenance, a schedule cannot be complete.*

**Section 1A: Restaurant and Commercial Kitchen Drain Inventory**

| Drain / Component | Location | Type | Connected to Interceptor | Last Service Date | Service Frequency | Next Service Due | Notes |
|---|---|---|---|---|---|---|---|
| Grease interceptor - primary | | ☐ GGI ☐ HGI | N/A | | | | |
| Grease interceptor - secondary (if applicable) | | ☐ GGI ☐ HGI | N/A | | | | |
| Floor drain - cooking line | | | ☐ Yes ☐ No | | | | |
| Floor drain - prep area | | | ☐ Yes ☐ No | | | | |
| Floor drain - dishwashing area | | | ☐ Yes ☐ No | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Floor drain - walk-in cooler | | | ☐ Yes ☐ No | | | | |
| Floor drain - receiving / back of house | | | ☐ Yes ☐ No | | | | |
| Three-compartment sink drain | | | ☐ Yes ☐ No | | | | |
| Prep sink drain | | | ☐ Yes ☐ No | | | | |
| Mop sink drain | | | ☐ Yes ☐ No | | | | |
| Dishwasher drain | | | ☐ Yes ☐ No | | | | |
| Bar sink drains (if applicable) | | | ☐ Yes ☐ No | | | | |
| Restroom floor drains | | | ☐ Yes ☐ No | | | | |
| Roof drain / area drain (if applicable) | | | ☐ Yes ☐ No | | | | |

**Drain Screen Inventory - Kitchen**

| Location | Screen Installed | Screen Type | Last Cleaned | Cleaning Frequency |
|---|---|---|---|---|
| Cooking line floor drain | ☐ Yes ☐ No | | | |
| Prep area floor drain | ☐ Yes ☐ No | | | |
| Dishwashing area floor drain | ☐ Yes ☐ No | | | |
| Three-compartment sink | ☐ Yes ☐ No | | | |
| Prep sink | ☐ Yes ☐ No | | | |

**Section 1B: Multifamily Residential Drain Inventory**

| Component | Location / Description | Number of Units / Points | Material / Age (if known) | Last Service Date | Known Issues |
|---|---|---|---|---|---|
| Sewer lateral - main | | 1 | | | |
| Sewer lateral - secondary (if applicable) | | | | | |
| Building main line | | | | | |
| Shared plumbing risers | | | | | |
| Common area laundry drains | | | | | |
| Common area restroom drains | | | | | |
| Mechanical room floor drains | | | | | |
| Garage / parking area floor drains | | | | | |
| Pool / spa area drains (if applicable) | | | | | |
| Unit shower / tub drains | | | | | |
| Unit kitchen sink drains | | | | | |
| Unit toilet connections | | | | | |
| Roof drains / downspouts connecting to system | | | | | |

**Drain Screen Inventory - Multifamily**

| Location | Screens Provided | Last Distribution / Replacement | Resident Education Provided | Notes |
|---|---|---|---|---|
| Shower drains - all units | ☐ Yes ☐ No ☐ Partial | | ☐ Yes ☐ No | |

| | | | | |
|---|---|---|---|---|
| Tub drains - all units | ☐ Yes ☐ No ☐ Partial | | ☐ Yes ☐ No | |
| Kitchen sink - units without disposals | ☐ Yes ☐ No ☐ Partial | | ☐ Yes ☐ No | |
| Common area laundry | ☐ Yes ☐ No | | N/A | |

**Known Drain System Issues**

*Document any recurring, unresolved, or suspected conditions in the drain system that inform maintenance priorities.*

| Issue | Location | First Identified | Current Status | Priority | Action Plan |
|---|---|---|---|---|---|
| | | | ☐ Resolved ☐ Ongoing ☐ Monitoring | ☐ High ☐ Medium ☐ Low | |
| | | | ☐ Resolved ☐ Ongoing ☐ Monitoring | ☐ High ☐ Medium ☐ Low | |
| | | | ☐ Resolved ☐ Ongoing ☐ Monitoring | ☐ High ☐ Medium ☐ Low | |
| | | | ☐ Resolved ☐ Ongoing ☐ Monitoring | ☐ High ☐ Medium ☐ Low | |

## PART 2: MAINTENANCE SCHEDULE AND TRACKING LOG

### Section 2A: Restaurant and Commercial Kitchen Maintenance Schedule

*Frequencies shown are starting points. Adjust based on your operation's volume, hours, and service history. High-volume operations will require more frequent service than the baseline frequencies shown.*

| Task | Recommended Frequency | Responsible | Last Completed | Next Due | Completed By | Notes |
|---|---|---|---|---|---|---|
| Floor drain screens - clean and clear | Daily | Kitchen staff | | | | |
| Drain screen - visual check for bypass | Every shift | Kitchen staff | | | | |
| Mop sink - flush with hot water | Daily | Kitchen staff | | | | |
| Dry-wipe equipment before washing - spot check | Weekly | Kitchen manager | | | | |
| Cooking oil disposal - confirm correct procedure in use | Weekly | Kitchen manager | | | | |
| Floor drains - hot water flush | Weekly | Kitchen staff | | | | |
| Grease interceptor - visual check / FOG level monitoring | Monthly | Facility manager or vendor | | | | |
| Grease interceptor - service (pump when at or approaching 25% FOG/solids) | As needed per 25% rule - typically monthly to quarterly | Licensed grease hauler | | | | |
| Kitchen drain lines - professional cleaning | Quarterly minimum - increase if drain calls are frequent | Licensed plumber | | | | |
| Drain camera inspection - high-use lines | Annually or after recurring blockages | Licensed plumber | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| Grease interceptor - full inspection of baffles and condition | At every pumping service | Licensed grease hauler | | | | |
| Permit and compliance documentation review | Annually | Facility manager | | | | |

**Section 2B: Multifamily Residential Maintenance Schedule**

| Task | Recommended Frequency | Responsible | Last Completed | Next Due | Completed By | Notes |
|---|---|---|---|---|---|---|
| Shower and tub drain screens - replace or redistribute to new residents | At move-in | Maintenance staff | | | | |
| Common area laundry drain - visual check | Monthly | Maintenance staff | | | | |
| Common area restroom drains - clean and flush | Monthly | Maintenance staff | | | | |
| Mechanical room floor drains - visual check and flush | Quarterly | Maintenance staff | | | | |
| Garage / parking area floor drains - clean and flush | Quarterly | Maintenance staff | | | | |
| Shared plumbing risers - monitor for slow drain complaints pattern | Ongoing - review with incident log quarterly | Facility manager | | | | |
| Building main line - professional drain cleaning | Annually minimum - increase if main line backups occur | Licensed plumber | | | | |
| Sewer lateral - professional cleaning | Annually or per service history | Licensed plumber | | | | |
| Sewer lateral - camera inspection | Every 2-3 years or after any root intrusion event | Licensed plumber | | | | |
| Unit drain screens - condition check | Annually at unit inspection | Maintenance staff | | | | |
| Hard water scale assessment - drain lines in high-mineral areas | Annually - Inland Empire / LA Basin properties | Licensed plumber | | | | |

**Service Provider Log**

*Document every professional drain service visit regardless of property type.*

| Date | Service Type | Location / Component | Service Provider | Technician | Work Performed | Findings | Follow-Up Required | Follow-Up Completed |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No |
| | | | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No |
| | | | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No |
| | | | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No |

DRIP BRIEFS

## PART 3: STAFF AND TENANT EDUCATION TRACKING

*Education is the drain maintenance program that runs itself - addressing what goes into drain systems rather than only what accumulates in them. This section tracks what education has been delivered, to whom, and when.*

**Section 3A: Commercial Kitchen Staff Education Program**

**Core Topics for Kitchen Staff Drain Education**

| Topic | Why It Matters | Delivery Method | Delivered To | Date | Delivered By | Refresher Due |
|---|---|---|---|---|---|---|
| Dry-wiping before washing - pots, pans, utensils, prep surfaces | Removes majority of FOG before it contacts water and enters drain system | ☐ In-person ☐ Posted signage ☐ Training doc | | | | |
| Cooking oil disposal - collection container, licensed hauler, never down drain | Compliance requirement in most Southern California jurisdictions - direct FOG reduction | ☐ In-person ☐ Posted signage ☐ Training doc | | | | |
| Drain screen use and cleaning - why screens matter and how to clean them | Captures solids before they enter drain lines | ☐ In-person ☐ Posted signage ☐ Training doc | | | | |
| Grease interceptor - what it does and why it must be serviced on schedule | Staff awareness of the system they are contributing to | ☐ In-person ☐ Posted signage ☐ Training doc | | | | |
| What not to put down kitchen drains - food solids, bulk grease, starchy waste | Reduces blockage-causing material entering drain system | ☐ In-person ☐ Posted signage ☐ Training doc | | | | |
| Slow drain recognition - when to report and who to call | Early reporting prevents escalation from slow drain to blocked drain to backup | ☐ In-person ☐ Posted signage ☐ Training doc | | | | |

**Kitchen Staff Education Log**

| Date | Topic(s) Covered | Staff Trained (names or count) | Trainer | Format | Acknowledgment Signed | Notes |
|---|---|---|---|---|---|---|
| | | | | ☐ In-person ☐ Signage ☐ Written | ☐ Yes ☐ No ☐ N/A | |
| | | | | ☐ In-person ☐ Signage ☐ Written | ☐ Yes ☐ No ☐ N/A | |
| | | | | ☐ In-person ☐ Signage ☐ Written | ☐ Yes ☐ No ☐ N/A | |
| | | | | ☐ In-person ☐ Signage ☐ Written | ☐ Yes ☐ No ☐ N/A | |

**Kitchen Signage Checklist**

*Posted signage at point of use reinforces training without requiring staff to remember instructions from a one-time session.*

☐ Dry-wipe reminder posted at three-compartment sink and dishwashing station
☐ Cooking oil disposal instructions posted at cooking line and near fryers
☐ Drain screen cleaning instructions posted at or near floor drains
☐ What not to pour down drain posted at mop sink and prep sinks
☐ Slow drain reporting procedure posted in back of house - who to call and when
☐ Grease interceptor service schedule posted in mechanical area where interceptor is located

**Section 3B: Multifamily Resident Education Program**

**Core Topics for Resident Drain Education**

| Topic | Why It Matters | Delivery Method | Last Delivered | Next Delivery | Notes |
|---|---|---|---|---|---|
| Wipes - flushable and non-flushable - do not flush | Most common cause of residential sewer lateral blockages - does not break apart in drain lines | ☐ Move-in packet ☐ Notice ☐ Email ☐ Door hanger | | | |
| Hair drain screens - how to use and clean | Reduces shower and tub drain calls - most common unit-level drain issue | ☐ Move-in with screen provided ☐ Annual reminder | | | |
| Kitchen sink - what not to put down the drain | Food solids, grease, coffee grounds, starchy waste all contribute to line buildup | ☐ Move-in packet ☐ Notice ☐ Email | | | |
| Garbage disposal guidelines (units with disposals) | Misuse of disposal worsens shared line conditions | ☐ Move-in packet ☐ Posted at sink ☐ Email | | | |
| Slow drain reporting - how and when to submit a maintenance request | Early reporting prevents escalation and reduces inter-unit impact | ☐ Move-in packet ☐ Annual reminder | | | |
| Drain cost responsibility - what residents may be billed for | Lease-based financial accountability for misuse-caused blockages | ☐ Move-in packet ☐ Lease document | | | |

**Resident Education Delivery Log**

| Date | Topic(s) | Delivery Method | Delivered To | Delivered By | Notes |
|---|---|---|---|---|---|
| | | ☐ Move-in packet ☐ Building notice ☐ Email ☐ Door hanger ☐ Community meeting | ☐ All residents ☐ New move-ins ☐ Specific units: _____ | | |
| | | ☐ Move-in packet ☐ Building notice ☐ Email ☐ Door hanger ☐ Community meeting | ☐ All residents ☐ New move-ins ☐ Specific units: _____ | | |
| | | ☐ Move-in packet ☐ Building notice ☐ Email ☐ Door hanger ☐ Community meeting | ☐ All residents ☐ New move-ins ☐ Specific units: _____ | | |
| | | ☐ Move-in packet ☐ Building notice ☐ Email ☐ Door hanger ☐ Community meeting | ☐ All residents ☐ New move-ins ☐ Specific units: _____ | | |

**Move-In Drain Education Checklist**

*Complete for every new resident at move-in.*

☐ Drain screen provided for shower drain - resident shown how to clean it

☐ Drain screen provided for tub drain if separate from shower

☐ Written drain care guidelines included in move-in packet

☐ Wipes policy explained verbally and in writing

☐ Slow drain reporting process explained - how to submit request

☐ Lease provisions regarding drain misuse responsibility reviewed

*Resident name:* _____ *Unit:* _____ *Move-in date:* _____ *Completed by:* _____

**Annual Resident Communication Calendar**

| Month | Communication | Content | Delivery Method | Completed |
|---|---|---|---|---|
| January | Winter drain care reminder | Cooking grease disposal during holiday cooking aftermath - wipes reminder | ☐ Email ☐ Notice ☐ Door hanger | ☐ Yes ☐ No |
| April | Spring maintenance notice | Drain screen check - replace as needed, remind about hair accumulation | ☐ Email ☐ Notice ☐ Door hanger | ☐ Yes ☐ No |
| July | Summer plumbing reminder | Outdoor hose bib use - do not connect to interior drain, garbage disposal guidelines | ☐ Email ☐ Notice ☐ Door hanger | ☐ Yes ☐ No |
| October | Pre-holiday drain reminder | Cooking oil and food waste disposal during holiday cooking season | ☐ Email ☐ Notice ☐ Door hanger | ☐ Yes ☐ No |

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**PART 4: DRAIN INCIDENT LOG**

*Every drain-related service call, backup, or complaint should be logged here. The incident log reveals patterns - recurring locations, recurring causes, recurring times of year - that inform maintenance priorities and education needs far more effectively than individual incident responses.*

**Incident Log** *(add rows as needed)*

| Date | Property Type | Location / Unit | Incident Type | Reported By | Cause Identified | Service Called | Resolution | Cost | Follow-Up Required | Pattern Flag |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | ☐ Slow drain ☐ Complete blockage ☐ Backup ☐ Overflow ☐ Odor ☐ Other | ☐ Staff ☐ Resident ☐ Inspection | | ☐ Yes ☐ No | | $ | ☐ Yes ☐ No | ☐ Yes ☐ No |
| | | | ☐ Slow drain ☐ Complete blockage ☐ Backup ☐ Overflow ☐ Odor ☐ Other | ☐ Staff ☐ Resident ☐ Inspection | | ☐ Yes ☐ No | | $ | ☐ Yes ☐ No | ☐ Yes ☐ No |

**Quarterly Incident Pattern Review**

*Complete every quarter. The pattern review is where the incident log becomes a management tool rather than a record of past events.*

| Review Period | Total Incidents | Total Cost | Most Common Location | Most Common Cause | Most Common Incident Type | Pattern Identified | Action Taken |
|---|---|---|---|---|---|---|---|
| Q1 | | $ | | | | ☐ Yes ☐ No | |
| Q2 | | $ | | | | ☐ Yes ☐ No | |
| Q3 | | $ | | | | ☐ Yes ☐ No | |
| Q4 | | $ | | | | ☐ Yes ☐ No | |
| Annual Total | | $ | | | | | |

**Pattern Flag Criteria**

Flag for management review and action when:

☐ Same location produces two or more drain calls within 90 days - indicates unresolved underlying condition rather than isolated event

☐ Same cause identified across three or more incidents in a quarter - indicates systemic behavioral or infrastructure issue

☐ Main line or lateral backup occurs - any main line event warrants camera inspection before next scheduled service

☐ Total quarterly drain service cost exceeds prior quarter by 25 percent or more - indicates deteriorating conditions requiring program adjustment

☐ Backup results in water damage to occupied space - triggers immediate root cause investigation beyond the drain call itself

☐ Any incident involves sewage backup into occupied residential unit or food preparation area - document fully and review with legal and insurance contacts

**Year-Over-Year Cost Tracking**

| Year | Total Drain Incidents | Total Drain Service Cost | Cost Per Unit / Per Seat | Emergency / After-Hours Calls | Emergency Call Cost | Year-Over-Year Change |
|---|---|---|---|---|---|---|
| 2026 | | $ | $ | | $ | |
| 2025 | | $ | $ | | $ | |
| 2024 | | $ | $ | | $ | |
| 2023 | | $ | $ | | $ | |

## PART 5: GREASE INTERCEPTOR COMPLIANCE TRACKING

*For restaurant and commercial kitchen properties only. This section tracks the FOG compliance program elements that regulatory agencies may review during inspections.*

**Permit and Regulatory Information**

| Field | Details |
|---|---|
| Sewer Agency / Regulatory Authority | |
| Industrial Wastewater Permit Number | |
| Permit Issue Date | |
| Permit Expiration / Renewal Date | |
| Permit Annual Fee | $ |
| Quarterly Inspection and Control Fee | $ |
| FOG Program Contact at Sewer Agency | |
| Agency Phone / Email | |
| Last Compliance Inspection Date | |
| Last Inspection Result | ☐ Compliant ☐ Notice of Violation ☐ Conditional ☐ Not yet inspected |
| Next Scheduled Inspection | |

**Grease Interceptor Service Log**

*The 25 percent rule requires pumping before the combined FOG and solids layer reaches 25 percent of total liquid depth. Document FOG level at each service visit to track accumulation rate and calibrate service frequency.*

| Service Date | Interceptor ID / Location | Service Provider | Technician | FOG Level at Service | Solids Level at Service | Combined % at Service | Pumped | Baffles Inspected | Baffles Condition | Manifest Number | Next Service Due | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | inches | inches | % | ☐ Yes ☐ No | ☐ Yes ☐ No | ☐ Good ☐ Fair ☐ Needs repair | | | |

**Waste Manifest Tracking**

*Waste manifests documenting proper disposal of interceptor contents are part of the compliance record in most Southern California FOG programs.*

| Service Date | Manifest Number | Hauler Company | Hauler License Number | Disposal Facility | Manifest Received | Filed |
|---|---|---|---|---|---|---|
| | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No |
| | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No |
| | | | | | ☐ Yes ☐ No | ☐ Yes ☐ No |

**Kitchen Best Management Practices Compliance Checklist**

*Required under LASAN FOG program and similar programs across Southern California sewer agencies. Review at every staff training event and compliance inspection.*

☐ Dry-wipe policy confirmed in use - staff removing food scraps and grease from surfaces before washing
☐ Cooking oil collection containers installed and in use at all applicable cooking stations
☐ Licensed cooking oil recycler engaged and service documented
☐ Drain screens installed at all floor drains in food preparation and cleanup areas
☐ Hot water flushing of floor drains on defined schedule - not pouring grease down drain
☐ Grease interceptor accessible and not blocked by stored equipment or supplies
☐ Interceptor service records available and current - including manifests
☐ No evidence of FOG bypass - interceptor outlet inspected during service visits
☐ All kitchen fixtures that are sources of FOG discharge confirmed connected to interceptor

**FOG Compliance Communication Log**

| Date | Agency / Inspector | Communication Type | Subject | Reference Number | Response Required | Response Sent | Status |
|---|---|---|---|---|---|---|---|
| | | ☐ Inspection ☐ Notice ☐ Permit renewal ☐ Inquiry ☐ Other | | | ☐ Yes ☐ No | ☐ Yes ☐ No | |
| | | ☐ Inspection ☐ Notice ☐ Permit renewal ☐ Inquiry ☐ Other | | | ☐ Yes ☐ No | ☐ Yes ☐ No | |
| | | ☐ Inspection ☐ Notice ☐ Permit renewal ☐ Inquiry ☐ Other | | | ☐ Yes ☐ No | ☐ Yes ☐ No | |

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## PART 6: QUICK REFERENCE - SOUTHERN CALIFORNIA DRAIN MAINTENANCE PRIORITIES

**Most Common Drain Problems by Property Type**

| Property Type | Most Common Problem | Most Common Cause | First Response | Preventive Action |
|---|---|---|---|---|
| Restaurant / kitchen | Slow or blocked floor drain | FOG accumulation in drain line | Professional drain cleaning | Dry-wipe policy, drain screens, interceptor on schedule |
| Restaurant / kitchen | Grease interceptor overflow or bypass | Overdue pumping past 25% rule | Emergency pump-out | Monitor FOG level monthly, pump before threshold |
| Restaurant / kitchen | Kitchen drain backup during service | FOG blockage in drain line or overloaded interceptor | Emergency drain service | Increase cleaning frequency, verify interceptor connections |
| Multifamily | Unit shower or tub slow drain | Hair accumulation | Drain screen cleaning or snake | Drain screens at move-in, annual screen check |

| | | | | |
|---|---|---|---|---|
| Multifamily | Toilet backup - unit or shared line | Wipes accumulation in line | Professional snake or jetting | Resident education at move-in and annually |
| Multifamily | Main line backup | Root intrusion or accumulated solids | Emergency main line service | Annual main line cleaning, camera inspection every 2-3 years |
| Multifamily | Inter-unit drain backup | Shared riser or main line blockage | Professional service - full riser assessment | Identify recurring riser locations, increase cleaning frequency |
| Multifamily - Inland Empire / LA Basin | Recurring slow drains across building | Mineral scale narrowing pipe diameter | Professional descaling or jetting | Annual assessment, water treatment evaluation |

**When to Call a Professional - Both Property Types**

| Condition | Action | Timeline |
|---|---|---|
| Drain backup into occupied residential unit | Professional service call | Same day - document fully |
| Drain backup into food preparation area | Stop food service in affected area, professional service call | Immediately |
| Main line or sewer lateral backup | Professional service call - camera inspection after clearing | Same day |
| Grease interceptor at or above 25% FOG/solids level | Schedule pump-out | Within 48 hours - do not allow to exceed threshold |
| Slow drain that has not responded to in-house clearing | Professional service call | Within one week - do not allow to worsen |
| Sewage odor in occupied spaces | Professional inspection | Same day |
| Any drain backup involving sewage contact with food, residents, or occupied areas | Professional service, cleanup, and documentation | Immediately |
| Recurring blockage at same location - second occurrence within 90 days | Camera inspection before next clearing | Schedule at next service call |
| Root intrusion identified in camera inspection | Root removal and assessment of pipe condition | Schedule within 30 days |

**Documentation Retention Standards**

| Document Type | Minimum Retention | Notes |
|---|---|---|
| Grease interceptor service records | 5 years minimum | Required for FOG compliance inspection |
| Waste manifests | 5 years minimum | Required for FOG compliance - confirm hauler provides copies |
| Industrial Wastewater Permit | Duration of permit plus 5 years after expiration | |
| FOG agency inspection reports | 5 years minimum | Retain notices, responses, and compliance confirmations |
| Drain incident log | 5 years minimum | Supports liability defense and pattern analysis |
| Plumbing service records | 5 years minimum | Supports warranty claims and due diligence |
| Staff training records | 3 years minimum | Supports compliance defense for FOG program |
| Resident education records | Duration of tenancy plus 3 years | Supports lease enforcement and liability defense |

**Southern California Hard Water Note**

Properties in the Inland Empire, San Gabriel Valley, and parts of the LA Basin receive water with high mineral content that accelerates scale buildup inside drain pipes. If your property experiences:

☐ Increasing drain call frequency without clear behavioral cause
☐ Recurring slow drains across multiple units or locations
☐ Drain cleaning that resolves blockages temporarily but does not provide lasting improvement

Consider requesting a camera inspection to assess interior pipe condition for scale accumulation. A licensed plumber familiar with Inland Empire and LA Basin water conditions can advise on whether descaling treatment or pipe lining is appropriate for your specific situation.

## ANNUAL PROGRAM REVIEW CHECKLIST

*Complete once per year - ideally before the new calendar year begins - to confirm the drain maintenance and education program is current and effective.*

**Maintenance Program Review**

☐ Drain system inventory reviewed - all components confirmed current, any additions or changes reflected
☐ Maintenance schedule reviewed - frequencies confirmed appropriate based on incident log patterns
☐ Service provider log reviewed - all scheduled services confirmed completed, no gaps
☐ Any recurring locations or conditions identified in incident log addressed with schedule adjustment or infrastructure action

**Education Program Review**

☐ Kitchen staff education confirmed current - all active staff trained on core topics, records filed
☐ Posted signage confirmed in place and legible at all required locations
☐ Resident education confirmed delivered to all current residents - new move-ins confirmed completed
☐ Annual resident communication calendar confirmed complete for current year

**Compliance Review - Restaurant Properties**

☐ Industrial Wastewater Permit confirmed current - renewal scheduled if expiring
☐ All grease interceptor service records confirmed filed with manifests
☐ FOG level tracking confirmed - service frequency appropriate to 25% rule
☐ Last compliance inspection result reviewed - any findings addressed and documented
☐ Kitchen Best Management Practices confirmed in active use - verified through observation

**Cost and Performance Review**

☐ Annual incident log reviewed - total incidents, total cost, patterns identified
☐ Year-over-year comparison completed - improvement or deterioration noted
☐ Budget for coming year adjusted based on current year performance and identified conditions
☐ Service provider performance reviewed - quality, responsiveness, documentation