

Maintenance Trainings for Stormwater Control Measures
Funded through the Ohio EPA's Environmental Education Fund
2017

STEP BY STEP GUIDELINES FOR INSTRUCTORS

Pre-training session (NOTE: resources listed in **bold** lettering may be found in the Dropbox)

- Send a **letter** to community leaders in your region, e.g. mayors, city engineers, and service directors
- The primary contact in the city communicates with the instructor that they are interested in a training session
- The instructor asks pre-training *Logistical Questions* using either SurveyMonkey and/or over phone
 - o <https://www.surveymonkey.com/r/TF5NJDF>
- After the date and location are set, consider inviting large property owners to the session, e.g. Cleveland Clinic, UH
- Follow-up after the survey with a phone call to the primary contact, if needed
- If two different scm's are identified for the training at different locations then the instructor should work with the primary contact to determine where best to hold the training. This is an example when the instructor may want to check out the sites ahead of time so that the site not visited can also be discussed in specifics during the training.
- Determine what **materials/handouts** should be brought to training and print or collect them
- Identify if additional resources are needed and collect them before the training, e.g. handouts, instructor assistance, key response pads, powerpoint presentations, posters, sign-in sheet
- If possible, visit the site before the training session and take photos to include in the powerpoint presentation
- Send a reminder email or phone call two to three days before the training session
- Check with your primary contact to ensure that all equipment is available for the classroom portion of the training, e.g. extension cords, adapters, screen, microphone, etc.

During the training session

- Meet at the agreed upon classroom in the community for the powerpoint presentation
- Have all participants complete the **sign-in sheet**
- Have all participants introduce themselves, e.g. name and title and organization, if not with the city
- Complete the **pre-training survey**
- Review basics of stormwater and stormwater control measures in general (10 minutes)
- Review basic design and function of the specific SCM being highlighted
- Identify basic maintenance needs (refer to *Maintaining Stormwater Control Measures – Guidance for Private Owners & Operators* manual and checklists; <http://www.nehiostormwater.com/>)
- Review the appropriate checklists
- Visit the SMC's on site
- If volcano mulching, tree pruning or other tree care needs should be addressed on site, contact Chad Clink (cclink@holdenarb.org) or Colby Sattler (csattler@wrlandconservancy.org)
- During both the classroom and field instruction, identify any specific concerns at the specific site
- Complete **post-training survey**

Post-session

- Follow-up with your primary contact a week or so after the training to see if there are any questions
- Inspect the site after the training to see if any changes in the maintenance routine have been implemented
- Post training evaluation form (<https://www.surveymonkey.com/r/88JWXC2>) Direct this form to your primary community contact. Paper surveys may be supplied at the end of training session to attendees.

Questions:

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