



TOWN BOARD WORK SESSION

January 15, 2017 // 6:00 p.m. // First floor conference room
301 Walnut Street, Windsor, CO 80550

GOAL of this Work Session is to have the Town Board receive information on topics of Town business from the Town Manager, Town Attorney and Town staff in order to exchange ideas and opinions regarding these topics.

Members of the Public in attendance are asked to be recognized by the Mayor before participating in any discussions of the Town Board

AGENDA

1. Downtown Development Authority back lots – eminent domain – I. McCargar
2. Waste water grease program and enforcement policy for restaurants – T. Walker
3. Future Meetings Agenda



MEMORANDUM

Date: January 15, 2018
To: Windsor Town Board
From: Ian D. McCargar, Town Attorney
Re: DDA Backlots Eminent Domain Process
Item #: WKS - 1

Background / Discussion

In anticipation of the DDA's redevelopment plans for the property lying north of the existing buildings on Main Street ("DDA Backlots"), we have encountered an area of unknown ownership ("AUO"). The AUO is highlighted in yellow in the attached map. The AUO consists of approximately 4,637 square feet (0.106 acres).

The AUO's ownership uncertainty is an impediment to redevelopment, not only as a potential title problem for the developer(s), but also as it relates to the provision of public infrastructure in this area. Although the redevelopment plan has not been finalized, the AUO lies in an area that will likely be developed for vehicular, pedestrian, utility and sanitation purposes.

In order to clear up ownership of the AUO, the Town has offered to acquire the property through its powers of eminent domain. This process been previewed to all neighboring land owners through outreach by the DDA, and has generally been received favorably. In this sense, the eminent domain case is being pursued as a "friendly" eminent domain action.

By law, the first legal step is Town Board authorization to proceed by Resolution. A draft of the Resolution is attached for your review. The attached Resolution satisfies the statutory requirements for identifying the parcel, determination of public purpose and necessity, and a broad grant of authority for this office to proceed. If so directed, I will place this Resolution on the Agenda for the January 22, 2018, Regular Meeting.

Financial Impact

Appropriated in the Town Attorney's 2018 budget, with additional support from the DDA to be determined.

Relationship to Strategic Plan

Supportive infrastructure; prosperous local economy.

Recommendation

Give direction to Town Attorney to bring the attached Resolution before the Town Board for official action.

Attachments

- Map of AUO;
- Draft Resolution authorizing commencement of eminent domain proceedings

Of Multiple Parcels of Land, Situate in the Southwest Quarter of Section 16, Township 6 North, Range 67 West of the 6th P.M.,
Town of Windsor, County of Weld, State of Colorado

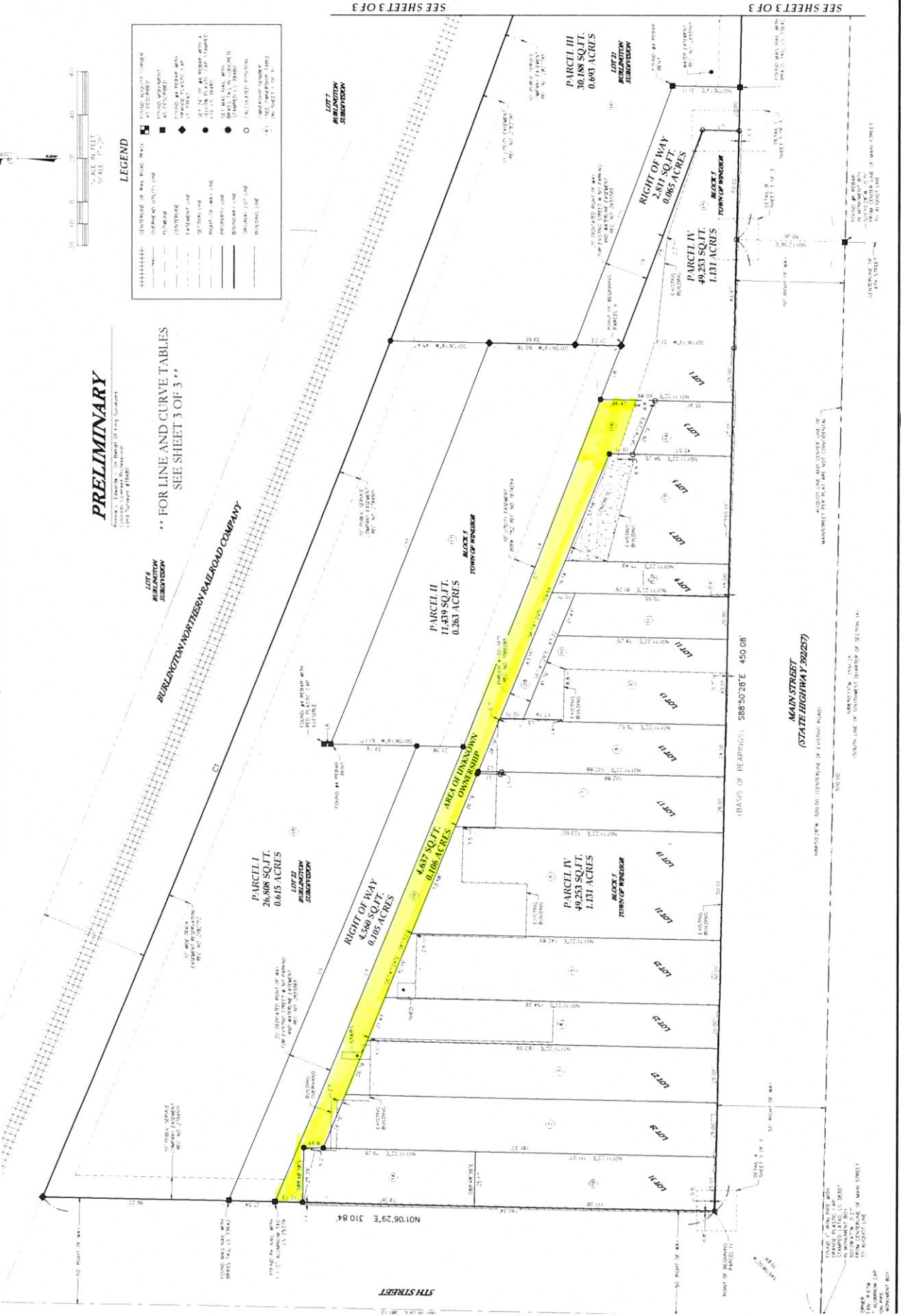
KING SURVEYORS
650 E. Garden Drive | Windsor, Colorado 80550
phone: (970) 686-5011 | email: info@KingSurveyors.com

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20160853

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"Abolition of Unknown Ownership" 3-1-17



TOWN OF WINDSOR

RESOLUTION NO. 2018-

A RESOLUTION MAKING CERTAIN FINDINGS OF FACT, AUTHORIZING THE TOWN ATTORNEY TO UNDERTAKE EMINENT DOMAIN PROCEEDINGS WITH RESPECT TO THE ACQUISITION OF REAL PROPERTY OWNED BY UNKNOWN PERSONS, NECESSARY FOR THE ESTABLISHMENT OF UTILITY, TRANSPORTATION, SANITATION, PARKING AND OTHER PUBLIC FUNCTIONS RELATED TO THE REDEVELOPMENT OF ADJACENT LAND BY THE WINDSOR DOWNTOWN DEVELOPMENT AUTHORITY, AND GRANTING FULL PLENARY AUTHORITY IN ASSOCIATION THEREWITH

WHEREAS, the Town of Windsor (“Town”) is a Colorado home rule municipality with all powers and authority provided by Colorado law; and

WHEREAS, the Windsor Downtown Development Authority (“DDA”) has identified redevelopment of parcels north of existing buildings on Main Street as a strategic priority; and

WHEREAS, the DDA has selected a private development company to explore comprehensive redevelopment of the parcels in a manner that promotes economic vitality through increased sales and property tax collections (“Project”); and

WHEREAS, the DDA has undertaken a legal title examination in the vicinity of the Project, and has discovered a parcel of land, the ownership of which is unknown (“Area of Unknown Ownership”); and

WHEREAS, the Area of Unknown Ownership is more-particularly described in the attached Exhibit A, which is incorporated herein by this reference as if set forth fully; and

WHEREAS, the Area of Unknown Ownership is an impediment to the Project, in that its uncertain state of title prevents redevelopment and the provision of access, parking, utility service, sanitation improvements and storm drainage improvements; and

WHEREAS, the Town plays a role in the Project through its provision of utility, transportation, pedestrian and storm water drainage service to developed areas within the Town; and

WHEREAS, in order to complete the Project in a manner that fully promotes the foregoing public purposes, the Town must acquire the Area of Unknown Ownership to assure public utility, transportation, pedestrian and storm water drainage service; and

WHEREAS, the Town Board finds that the public purposes underlying the Project are a matter of public necessity for the following reasons: the Project will provide needed improvements to

property currently under-utilized, and will require the establishment of public infrastructure to protect the public health, safety and welfare; and

WHEREAS, the Town and DDA, through their appointed representatives, have in good faith approached various landowners adjacent to the Project and the Area of Unknown Ownership, to reasonably accommodate the concerns of these adjacent landowners with respect to the Area of Unknown Ownership; and

WHEREAS, due to the unknown state of legal title to the Area of Unknown Ownership, the Town and DDA representatives are unable to negotiate acquisition of the Area of Unknown Ownership, despite a good-faith effort to locate the owner; and

WHEREAS, the anticipated timing of the Project is such that delay in the acquisition of the Area of Unknown Ownership is not in the public interest; and

WHEREAS, Title 38, Article 1 of the Colorado Revised Statutes grants to the Town the legal authority to acquire real property for the public purposes, subject to its procedural and substantive requirements; and

WHEREAS, the Town Board wishes to formally authorize the filing, prosecution, settlement and finalization of eminent domain proceedings, in order to acquire the Area of Unknown Ownership as provided by law; and

WHEREAS, the Town Board finds that the within Resolution is necessary for the protection of the public health, safety and welfare.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF WINDSOR, COLORADO, AS FOLLOWS:

1. The Windsor Downtown Development Authority's plan for redevelopment of the area north of existing structures of Main Street is hereby reaffirmed as being in the public interest.
2. The acquisition of the Area of Unknown Ownership is a vital component of the Project, in that the Town will use the Area of Unknown Ownership for the establishment therein of pedestrian access, vehicular access, multi-modal transportation access, utility service, necessary parking, sanitation facilities, storm drainage facilities, all as may in the future be authorized and funded by the Town of Windsor and necessary for the public good.
3. Pursuant to Colorado Revised Statutes Title 38, Article 1, the Town Attorney is hereby authorized and directed to initiate, prosecute and finalize an action for acquisition by eminent domain of the Area of Unknown Ownership more particularly described in Exhibit A hereto.

4. In accordance with the foregoing, the Town Attorney is authorized and directed to acquire permanent fee title to the Area of Unknown Ownership.
5. The authority granted herein shall be liberally construed, in order that the Town Attorney shall have all powers afforded to legal counsel in eminent domain matters, including the authority to litigate, arbitrate, mediate, compromise and settle the Town's claims and any counter-claims, cross-claims and disputes associated therewith.

Upon motion duly made, seconded and carried, the foregoing Resolution was adopted this ____ day of _____, 2018.

TOWN OF WINDSOR, COLORADO

By: _____
Kristie Melendez, Mayor

ATTEST:

Patti Garcia, Town Clerk



MEMORANDUM

Date: January 15, 2018
To: Mayor and Town Board
Via: Patti Garcia, Acting Town Manager
From: Terry Walker, Director of Public Works; Kim Emil, Assistant Town Attorney
Re: Waste Water Grease Program
Item #: WKS - 2

Background / Discussion

A new fine structure is being implemented by the Town of Windsor for facilities that fail to comply with policies outlined in the Town of Windsor Grease Program.

The purpose of the Town of Windsor's Grease Program is to minimize Fats, Oils, and Grease (FOG) and Petroleum, Oil Grease and Sand (POGS) from entering the Town's sanitary sewer system.

FOG and POGS can accumulate in a customer's private sanitary service line and in the Town's sanitary sewer main lines, manholes, and wastewater treatment plant. Accumulation of FOG and POGS can cause blockages, which can lead to sanitary sewer overflows into buildings, the storm sewer system, waterways or onto the ground.

- Windsor's Grease Program governs all FOG and POGS generating commercial facilities. These include: Food serving, food preparing and food catering establishments
- Meat cutting establishments
- Car washes
- Automotive service stations
- Any other business or industry discharging floatable grease in excessive amounts or substantial amounts or sand into the municipal sewer system, as determined by the Town

This Program is based on the following:

Town of Windsor Municipal Code – Section 13-1-50

Town of Windsor Design Criteria and Construction Specifications

Latest Uniform Plumbing Code, as adopted by Town of Windsor

The Town's Grease Trap Policy was reviewed this past year with Kennedy Jenks and the Town's legal department in light of a couple of businesses continuing to fail inspections. The existing policy failed to address any remedy short of continued inspections, and what the Code provided in Windsor Municipal Code §13-1-50 and 13-1-70. 13-1-50 outlines a very limited recourse, allowing the superintendent to reject the waste, require pretreatment, require control over the quantities and rates of discharge, and/or require payment to cover the added cost of handling and treating the wastes not covered by existing taxes or sewer charges. 13-1-70 attempted to address a criminal component of tampering with sewer works, but subjects the person to arrest for disorderly conduct, which does not fit the violation. Staff developed an enforcement procedure, after reviewing neighboring cities' policies, that we feel will give some enforcement "teeth" to the issues we seem to face regularly. Now, the Town's enforcement policy will be clearly stated by adding Section 4.5, "Town of Windsor Grease and Sand/Oil Interceptor Program Compliance and Enforcement Guidelines, attached to this Memo.

Failure to comply with the policies, municipal codes and guidelines may result in the suspension of all water/sewer services to the offending facility, per Windsor Municipal Code § 13-1-50, in addition to any possible citations for Municipal Code violations.

Financial Impact

Failed Inspection Penalties and Enforcement Procedures:

Regular inspections shall occur semi-annually. Upon the first failed inspection, the facility shall be placed upon an accelerated inspection schedule, per 4.3 of this Policy. Re-inspections will occur until compliance is achieved per 4.4. If the facility is in compliance upon re-inspection, no further action will be taken, pending compliance as determined by the next regular inspection.

If there are two (2) or more failed inspections within any one (1) year period, a Notice of Violation will be issued and:

- Upon two (2) failed inspections, a \$200 administrative fine will be assessed in the water/sewer bill.
- Upon three (3) failed inspections within a one (1) year period, a \$350 administrative fine will be assessed in the water/sewer bill.
- Upon four (4) failed inspections, water/sewer services will be suspended until compliance is achieved, and a \$500 administrative fine/reinstatement fee shall be assessed and paid before services are reinstated.

An Administrative Appeal Process is available if the facility owner/user disputes any findings arising out of the inspection. Appeals shall be made in writing to the Town Manager, who shall schedule an administrative review hearing within fourteen (14) days of receipt of the appeal. The findings by the Town Manager shall be deemed final agency action for purposes of judicial review.

Fines will be administered in a facility's bill for wastewater service when more than one failure occurs within a period of four rolling quarters. Each facility will be allowed one failure per four-

quarter rolling period without a monetary fine. Fines will escalate if a facility continues to fail. (City Code; Sec. 26-344, Discharge in Violation of Prohibitions and Limitations; Sec. 26-350, Administrative Fines; and Sec. 26-352, Civil Liability)

The policy will be sent to owners of FOG/POG generating facilities and also distributed and explained during the inspections. The information campaign has already started.

Relationship to Strategic Plan

Safe, Well-Planned Community with Spirit and Pride.

Recommendation

Approve the Waste Water Grease Program

Attachments

- Section 4.5 Town of Windsor Grease and Sand/Oil Interceptor Program Compliance and Enforcement Guidelines.
- Enforcement Policy

Section 4.5 Town of Windsor Grease and Sand/Oil Interceptor Program Compliance and Enforcement Guidelines.

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Fats, Oil and Grease (FOG) and Petroleum, Oil, Grease and Sand
(POGS)

Grease Program

Town of Windsor, Colorado

September 2017



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Section 2: Purpose and Basis of Program

The purpose of the Town of Windsor's (Town/Windsor) Grease Program is to minimize Fats, Oils, and Grease (FOG) and Petroleum, Oil, Grease, and Sand (POGS) from entering the Town's sanitary sewer system.

FOG and POGS can accumulate in a customer's private sanitary service line, and in the Town's sanitary sewer main lines, manholes, and wastewater treatment plant. Accumulation of FOG and POGS can cause blockages, which can lead to sanitary sewer overflows into buildings, the storm sewer system, waterways or onto the ground.

Windsor's Grease Program governs all FOG and POGS generating commercial facilities. These include:

- Food serving, food preparing and food catering establishments
- Meat cutting establishments
- Fish, fowl or animal slaughter houses
- Silk factory, tallow rendering, fat rendering or hide curing establishments.
- Car washes
- Automotive service stations
- Any other business or industry discharging floatable grease in excessive amounts or substantial amounts of sand into the municipal sewer system, as determined by the Town

This Program is based on the following:

- Town of Windsor Municipal Code – Section 13-1-50
- Town of Windsor Design Criteria and Construction Specifications
- Latest Uniform Plumbing Code, as adopted by Town of Windsor

Section 3: Definitions and Criteria

3.1 Category Definition

All FOG/POGS facilities within the Town are identified as falling into one of the following six (6) categories based on business practices and whether or not the FOG/POG Facility warrants or has a grease or sand/oil interceptor/trap:

Category	Description
1	Facilities generating animal/vegetable oil, grease or greasy waste that require and have an external grease interceptor ¹ .
2	Facilities generating animal/vegetable oil, grease or greasy waste that would normally require an external grease interceptor, but have an interior grease trap ² .
3	Facilities generating animal/vegetable oil, grease or greasy waste that would normally require an external grease interceptor, but have no interceptor or trap.
4	Facilities generating minimal animal/vegetable oil, grease or greasy waste (no detectable amount).
5	Gas stations, commercial garages, and car wash facilities that have a sand/oil interceptor ¹ .
6	Gas stations, commercial garages, and car wash facilities that would normally require an external sand/oil interceptor, but have no interceptor.

¹ An **exterior grease or sand/oil interceptor** is an in-ground tank that is located outside a facility and installed on the facility's private sanitary sewer discharge line. These interceptors typically have a capacity of 750 to over 2,000 gallons, and are double chambered. **Exhibits 7.1 and 7.2**, attached, are grease and sand/oil interceptor details that show the required construction for interceptors.

² An **interior grease trap** is a much smaller version of the exterior interceptor (typically less than 50 gallons) and is located in a facility's kitchen or interior storage area.

Interior grease traps are not allowed to be installed in lieu of an exterior grease interceptor because interior grease traps are smaller and closer to the water source; and, therefore, grease does not have time to cool and separate from the discharge water. Interior grease traps are also often difficult to maintain and to inspect.

It is recognized that some existing facilities in the Town may currently have interior grease traps or no grease interceptor/trap. If it is found that such a Facility is contributing FOG to the Town's sewer system, the first step will be for a Town representative to communicate the importance of BMPs (**Exhibit 7.3 and 7.4**) to Facility representatives. If FOG is still being observed in the

Facility's discharge, then, at the discretion of the Town, the Facility may be required to install an external grease interceptor.

FOG/POGS Facilities are prohibited from cleaning or maintaining their traps/interceptors with microbial grease digestants, or any similar enzyme based grease trap additives which allow grease and other wastes to move through the grease traps/interceptors in liquid form into the Town's sewer system.

3.2 Facility Requirements

It is the responsibility of the **property owner and/or user** to clean and maintain all grease interceptors/traps. Cleaning and maintenance requirements include, but are not limited to:

- Pumping of the interceptor/trap at least every 90 days, or more often if the ratio of FOG/POGS to water in any chamber of the interceptor/trap exceeds 25%;
- Any required maintenance such that the interceptor/trap is kept in good working order; and
- Keeping the interceptor/trap accessible for pumping, maintenance and routine inspection.

Section 4: Routine Inspection Procedure

Routine inspections are an integral part of the Grease Program. During an inspection, a Town representative will visit a FOG/POGS Facility, observe and/or discuss business practices related to FOG/POGS mitigation, and take measurements of the FOG/POGS facility's interceptor/trap contents.

4.1 Inspection Interval:

Routine inspections will be scheduled on a semiannual basis. If the FOG/POGS Facility fails an inspection, they will be re-inspected until they pass (see Section 3.3 detailing pass criteria).

4.2 Inspection Procedure:

For each inspection, a Town representative will:

- Introduce himself/herself to the FOG/POG Facility owner/manager/representative. This includes an introduction or refresher to the Grease Program. A Facility Letter (**Exhibit 7.5**) is distributed to facility managers/owners, and include description of the Program and Town of Windsor contact information.
- Discuss the importance of BMPs, interceptor/trap maintenance, and FOG/POGS disposal. A BMP flyer will be left with the facility (**Exhibits 7.3 and 7.4**).
- Perform a visual observation of trap/interceptor, noting any problems.
- Request to see the latest pumping manifest from the facility.
- Measure the amount of FOG/POGS in the interceptor/trap, using a measuring device specifically manufactured for measuring FOG/POGS. This information is recorded by the Town's representative on the *Routine Observation Form* (**Exhibit 7.6**).
- Leave either a *Pass Letter* (**Exhibit 7.7**) or a *Fail Notification* (**Exhibit 7.8**) detailing the inspection and indicating whether the FOG/POGS Facility passes or fails the inspection. Pass/fail criteria is detailed below in Section 4.3.
- If the FOG/POGS Facility fails an inspection, they will be re-inspected until they pass.
- If the FOG/POGS Facility is a new facility, the Town representative will gather information regarding the business operations related to FOG/POGS, such as number of meals per day or seating capacity (if FOG generating business), drainage fixture unit count, contact information, business hours, etc. This information is recorded by the Town's representative on the *Initial Inventory Form* (**Exhibit 7.9**).

4.3 Inspection Criteria

The following criteria will be used to pass or fail an inspection of a FOG/POGS Facility. This criteria is also reiterated in the *Failure Notifications* (**Exhibit 7.8**) provided to each facility.

- Any interceptor/trap that is inaccessible at the time of inspection will fail inspection and will be re-inspected in ten (10) working days.
- Any interceptor with > **25%** of FOG/POGS to water ratio in either the first or second compartment will fail inspection and must be re-inspected. The FOG/POGS Facility will have fifteen (15) working days to pump the interceptor. A reference flyer (**Exhibit 7.10**) to the State of Colorado online listing of registered grease pumpers can be provided to facilities on an as needed basis.
- Any trap with > **25%** of FOG to water ratio will fail inspection and must be re-inspected. The FOG/POGS Facility will have fifteen (15) working days to pump the trap.
- Any interceptor/trap in need of repair will fail inspection and must be re-inspected. The FOG/POGS Facility will have thirty (30) working days to repair the interceptor/trap. *Grease and Sand/oil Interceptor Details* (**Exhibits 7.1 or 7.2**) can be provided to facility representatives for reference to interceptor requirements.

4.4 Re-inspections

If a facility fails its regularly scheduled inspection, the facility's interceptor/trap will be re-inspected until it passes inspection.

Section 5: New Facilities

5.1 Notification

The Town's Public Works department may be notified of a new FOG/POGS Facility by the Town's building or planning departments, or by the FOG/POGS Facilities themselves. It is imperative that the Public Works department become involved early in the design process so proposed interceptors are adequately sized, plumbed, and installed to prevent FOG/POGS from entering the Town's sewer system. This also provides the Town an opportunity to introduce the Grease Program to FOG/POGS Facility owners. As such, any new FOG/POGS Facility in the Town is required to notify the Town of its existence. In addition, Facilities that increase or change their operation, name or ownership are required to notify the Town.

5.2 New Facility Checklist

The *New Facility Checklist*, (**Exhibit 7.11**) outlines the procedural steps for incorporating new FOG/POGS Facilities into the Town's Grease Program. The New Facility Checklist includes facility contact information, submittal requirements for review, field inspections and the addition of the facility into the Town's Grease Program.

Review documents, provided by a FOG/POGS Facility representative, shall show:

- 1) A Site Utility Plan, showing the interceptor located exterior to the facility's building such that it can be easily accessed for maintenance and inspection; and the exterior plumbing to and from the interceptor.
- 2) Facility Plumbing Plans for the interior of the facility, showing all necessary fixtures routed to the interceptor.
- 3) Sizing Calculations, consistent with the Town Rules. Section 6 describes sizing methods.
- 4) Shop Drawings for the interceptor, to be designed per the Town's standard details.

Upon approval of the review documents, the FOG/POGS Facility may install the grease or sand/oil interceptor. A Town representative will observe the installation of the interceptor and note its components on the *Grease Interceptor Installation Observation Report* (**Exhibit 7.12**). The Town representative will also review the construction of the FOG/POGS Facility's sanitary sewer service line and connection to the Town's main line and record this information on the *Service Line Observation Report* (**Exhibit 7.13**). Dye tests will be performed to determine that the correct fixtures are plumbed to the interceptor, and that restroom fixtures are not plumbed to the interceptor.

After the installation is complete, and the interceptor is active, the FOG/POGS Facility will be added to the Town's Grease Program and subject to routine reviews as described in Section 3.2. In addition, the FOG/POGS Facility will receive an *Interceptor Maintenance Letter* (**Exhibit 7.5**) that outlines maintenance responsibilities and the Town's FOG/POGS inspection program.

5.3 Variances

In rare cases, and at its sole discretion, the Town may grant a variance to the Town's Grease Program requirements. Variances will be considered on a case-by-case basis.

Section 6: Interceptor Requirements and Sizing

6.1 Grease Interceptor Requirements and Sizing

All drains from the kitchen, food preparation and dishwashing areas in FOG Facilities shall be connected to the grease waste line leading to the grease interceptor, with the exception of the following:

- Dishwashers shall not be connected to the grease interceptor.
- No food waste disposal unit shall be connected to the grease interceptor.
- Restroom fixtures must bypass the grease interceptor and discharge to the FOG Facility's private sewer service line, which, in turn, connects to the Town's main sewer line.

In order for an interceptor or trap to function properly, it must be sized appropriately. **Uniform Plumbing Code (UPC)** sizing calculation for grease interceptors is as follows:

$$\frac{\text{Meals}}{\text{Peak Hour}} \times \text{Waste Flow Rate} \times \text{Retention Time} \times \text{Storage Factor} = \text{Interceptor Size} \left(\begin{array}{c} \text{Capacity} \\ \text{(gallons)} \end{array} \right)$$

Where:

- ***Meals per Peak Hour***

$$\text{Seating Capacity} \times \text{Meal Factor} = \frac{\text{Meals}}{\text{Peak Hour}}$$

<i>Meal Factors*</i>	
Fast Food (45 min)	1.33
Restaurant (60 min)	1.00
Leisure Dining (90 min)	0.67
Dinner Club (120 min)	0.50

- ***Waste Flow Rate***

<i>Waste Flow Rate (gallon flow)</i>	
With dishwashing machine	6
Without dishwashing machine	5
Single service kitchen	2
Food waste disposer	1

- ***Retention Time***

<i>Retention Time (Hours)</i>	
Commercial kitchen waste dishwasher	2.5
Single service kitchen	1.5

- ***Storage Factor***

<i>Storage Factor</i>	
Fully Equipped Commercial Kitchen – 8 hour operation	1
Fully Equipped Commercial Kitchen – 16 hour operation	2
Fully Equipped Commercial Kitchen – 24 hour operation	3
Single service kitchen	1.5

The resulting capacity is the minimum number of gallons recommended for the grease interceptor. All grease interceptors must greater than 750-gallons.

6.2 Sand/Oil Interceptor Requirements and Sizing

All drains from shop areas, storage areas, mop sinks, wash bays, vehicle storage areas, and/or other areas with the potential to discharge POGS in POGS Facilities shall be connected to a sand/oil interceptor. Restroom fixtures must bypass the sand/oil interceptor and discharge to the POGS Facility's private sewer service line which in turn connects to the Town's main sewer line. All other plumbing requirements shall comply with the City's Municipal Plumbing Code.

Sand/oil interceptors shall be adequately sized to protect the wastewater treatment plant and the collection system. When completed, the sizing calculation will provide a minimum holding capacity of the sand/oil interceptor in gallons. Sand/oil interceptor sizing is based on surface area and intended use of areas that have the potential to produce POGS. Some facilities may have multiple distinct areas with like or unlike use. For example, an auto service shop may have repair, storage, and vehicle or equipment washing areas. A car washing facility may have automatic and hand held spray washing bays along with a product storage area. The minimum capacity of a sand/oil is 500 gallons.

Sand/Oil Interceptor Sizing Table

<i>PART A: Service Areas, Warehouse/Storage Areas, and Parking Garages:</i>				
Area Description ⁽¹⁾	Square Footage ⁽²⁾	Required Interceptor Cubic Foot Holding Capacity ⁽³⁾	Conversion Factor 7.48 gallon per Cubic Foot ⁽⁴⁾	Required Gallons of Interceptor Holding Capacity Per Area ⁽⁵⁾
			7.48	
			7.48	
			7.48	
			7.48	
			7.48	
			7.48	
Total (Gallons) From Part A				
<i>PART B: Commercial Truck, Equipment, and Car Washes:</i>				
Wash Bay Description ⁽⁶⁾	# of Bays ⁽⁷⁾	Required SOI Capacity Per Bay ⁽⁸⁾	Required Gallons of Interceptor Holding Capacity ⁽⁹⁾	
Total (Gallons) From Part B				
Total Required Sand/Oil Interceptor Capacity (Minimum in Gallons) ⁽¹⁰⁾				

6.2.1 Completing the Sand/Oil Interceptor Sizing Table:

Part A:

1. Area Description, e.g. parking garage level 1, west service area, inside vehicle storage area, detailing area. Areas listed shall only include areas with drains that will flow to the sand/oil interceptor.
2. Square footage for each area that will or has the potential to drain into the sand/oil interceptor through normal operating processes or cleaning operations. (Length in feet x width in feet). The entire area shall be used in this calculation unless there is a physical barrier such as a wall that provides complete isolation of a non-draining area.
3. Required sand/oil interceptor Cubic Foot Holding Capacity involves the conversion of each area square footage to cubic feet of sand/oil interceptor holding capacity and shall be calculated as follows:
 - a. 6 cubic feet of sand/oil interceptor holding capacity for the first 100 square feet of area plus 1 cubic foot of sand/oil interceptor holding capacity for each additional 100 square feet of area.
 - b. Areas deemed storage or warehouse that have floor drains shall use a calculation conversion of 1 cubic foot of sand/oil interceptor holding capacity per 500 square feet. Areas used for the storage of chemical products are not considered storage/warehouse and shall use part 3 (a) above.
 - c. Commercial parking garages shall use a calculation conversion of 1 cubic foot of sand/oil interceptor holding capacity per 1000 square feet of surface area. Do not include the top level of the parking garage if it is exposed to storm events. Runoff from this level shall be drained to the storm water system.
4. Conversion Factor, sand/oil interceptors are typically sized by gallons of holding capacity (1 cubic foot of sand/oil interceptor holding capacity = 7.48 gallons).
5. Required Gallons of Interceptor Holding Capacity per Area = required sand/oil interceptor cubic foot holding capacity of the area x 7.48 gallons per cubic foot.

Part B:

6. Wash Bay Description, either Self Service (hand held spray) or In-Bay Automatic.
7. Number of bays employed for each wash bay description.
8. Required Interceptor Holding Capacity Per Bay: 180 gallon sand/oil interceptor holding capacity for each Self Service wash bay, 387 gallon sand/oil interceptor holding capacity for each In-Bay Automatic.
9. Required Gallons of Interceptor Holding Capacity per wash bay type = number of bays multiplied by required capacity per bay.

Total:

10. Total required sand/oil interceptor holding capacity (total gallons from Part A plus total gallons from Part B)

In the event a building is to be constructed or remodeled but tenant use information is not known, use the sizing criteria stated in note 3 part (a) above.

Part A shall be used for calculating sand/oil interceptor sizing requirements for industrial uses such as auto service, parking structures, storage/warehouse or miscellaneous processes subject to the Grease Program. Areas used for hand washing and detailing shall use Part A (3)(a).

Part B shall be used for facilities deemed commercial truck, equipment, or car washes.

Parts A and B shall be completed for facilities that are deemed mixed use (washing or detailing bays along with areas identified in Part A).

6.3 Existing Interceptors and Traps

The sizing of any existing interceptor (or trap) and the existing plumbing configuration at FOG/POGS Facilities in the Town will be evaluated by Town representatives on a case by case basis. If an existing interceptor (or trap) is not adequately sized to prevent FOG/POGS from entering the Town's sewer system, the Town may request that the FOG/POGS Facility increase their pumping schedule and their BMP practices or, if the foregoing are not adequate, in the Town's sole discretion, the Town may require that the FOG/POGS facility install a larger exterior interceptor and/or modified plumbing configuration.

Section 7: Exhibits

- 7.1 Grease Interceptor Detail (FOG)
- 7.2 Sand/Oil Interceptor Detail (POGS)
- 7.3 FOG Best Management Practices (BMPs)
- 7.4 POGS Best Management Practices (BMPs)
- 7.5 Routine Observation Form
- 7.6 Facility Letter
- 7.7 Pass Letter
- 7.8 Failure Notification
- 7.9 Initial Inventory Form
- 7.10 State of Colorado Reference to Registered Pumpers
- 7.11 New Facility Checklist
- 7.12 Grease Interceptor Installation Observation Form
- 7.13 Service Line Observation Report



1. THESE STANDARD DETAILS SHALL ONLY BE CONSTRUED TO SHOW CONCEPTUAL AND STANDARD DIMENSIONAL REQUIREMENTS FOR GREASE INTERCEPTOR AND SHALL NOT BE USED FOR CONSTRUCTION. THE ARCHITECT/ENGINEER SHALL FURNISH STRUCTURAL DESIGN CRITERIA, HYDRAULIC LOADING, VOLUME & RETENTION TIME REQUIREMENTS AND DETAILED CONSTRUCTION DRAWINGS, INCLUDING SITE PLAN FOR APPROVAL PRIOR TO CONSTRUCTION.
2. SECONDARY TANK HAS VOLUME EQUAL TO 1/3 OF TOTAL CAPACITY.
3. ALL PIPE AND FITTINGS TO BE SCHEDULE 40 PVC EXCEPT WHERE NOTED OTHERWISE AND SHALL BE 4" MINIMUM DIAMETER.
4. WELLS, BOTTOM AND TOP SLAB TO BE REINFORCED THROUGHOUT. ADDITIONAL DIAGONAL REINFORCING TOP AND BOTTOM IS REQUIRED AROUND ACCESS OPENINGS. ALL REBAR SHALL HAVE A 3" MINIMUM COVER TO FACE OF CONCRETE.
5. THICKNESS OF WALLS, BOTTOM AND TOP SLAB TO BE DETERMINED FROM STRUCTURAL LOADING REQUIREMENTS BY ARCHITECT/ENGINEER. CAST-IN- PLACE BOTTOM SLAB SHALL NOT BE LESS THAN 8" THICK.
6. INLET AND OUTLET PIPE SIZES SHALL BE DETERMINED BY ARCHITECT/ENGINEER BUT SHALL NOT BE LESS THAN 4" DIAMETER (OUTLET PIPE INVERT TO BE 2" LOWER THAN INLET).
7. REINFORCED CONCRETE BOTTOM SLAB SHOWN. (MAY BE INTEGRALLY CAST WITH PRE-CAST WALL SECTIONS AT CONTRACTOR'S OPTION).
8. ALL JOINTS IN PRE-CAST SECTIONS TO BE SEALED WITH FLEXIBLE PLASTIC JOINT SEALING COMPOUND TO FED. SPEC. S-SS-C0210 (EXCEPT TOP SLAB).
9. VENT PIPE MATERIALS AND LOCATION SHALL BE IN ACCORDANCE WITH THE PLUMBING CODE.
10. ROUND OR CIRCULAR GREASE INTERCEPTOR WILL REQUIRE SPECIAL DESIGN AND APPROVAL.
11. PRE-CAST CONCRETE SHAPES ARE SHOWN: CAST-IN-PLACE CONCRETE STRUCTURE IS OPTIONAL.
12. PRE-CAST REINFORCED CONCRETE SECTIONS SHALL BE IN ACCORDANCE WITH ASTM-C-478.
13. DESIGN CRITERIA: (MINIMUM)

UNIT WEIGHT OF "SOIL"	120 PCF
EQUIVALENT FLUID PRESSURE	30 PCF
LIVELOADS (IF APPLICABLE)	AASHTO H=20
CONCRETE STRENGTH (F' _c)(TYPE II CEMENT)	4000 PSI
- TOP SLAB MAY BE ONE PIECE OF MULTIPLE SEGMENT CONSTRUCTION AT CONTRACTOR'S OPTION.
14. SUPPORT BRACKETS AND CLEAN-OUT PLUGS SHALL BE BRASS
15. OTHER VARIOUS COMBINATIONS OF TANK DIMENSIONS MAY BE SUBMITTED FOR APPROVAL, PROVIDED THAT ANY ALTERNATE DESIGN SHALL HAVE THE SAME BASIC PROPORTIONAL DIMENSIONS, COMPARABLE VOLUMES AND FUNCTIONAL CAPABILITIES AS THESE STANDARD DETAILS.
16. DRAWINGS ARE NOT TO SCALE.

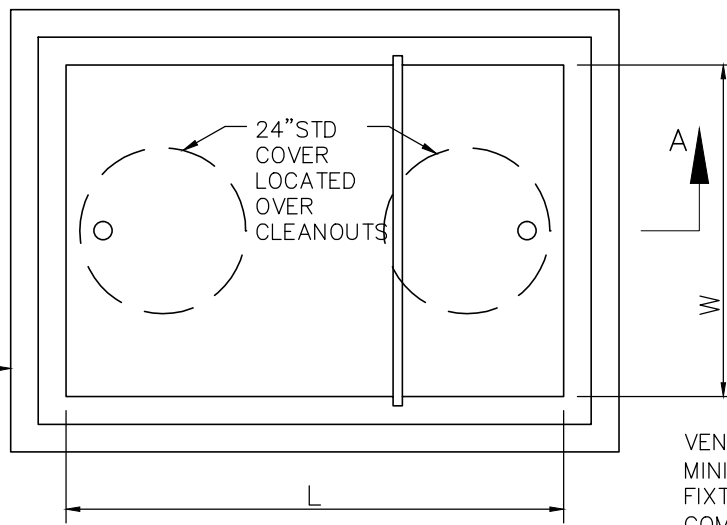
COMMERCIAL GREASE INTERCEPTOR

DRAWING NO.: GGSD-PRI-7S DATE: 4/16

NOTE: MINIMUM
VOLUME OF
500 GALLONS

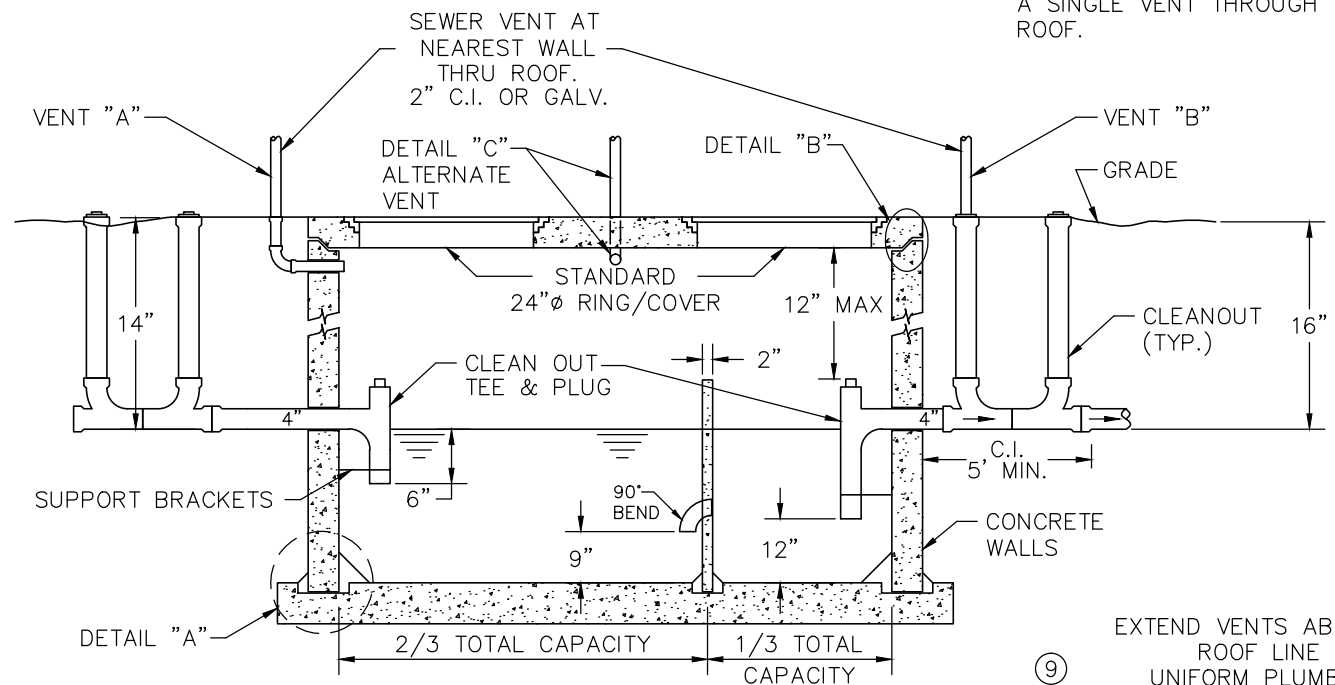
PLUMBING PER
CITY/COUNTY
REQUIREMENTS

5' MIN.
FROM BLDG.



PLAN

VENT "A" MAY RISE A
MINIMUM OF 42" ABOVE
FIXTURE FLOOD LINE AND MAY
COMBINE WITH VENT "B"
ABOVE THE 42" LINE TO FORM
A SINGLE VENT THROUGH THE
ROOF.

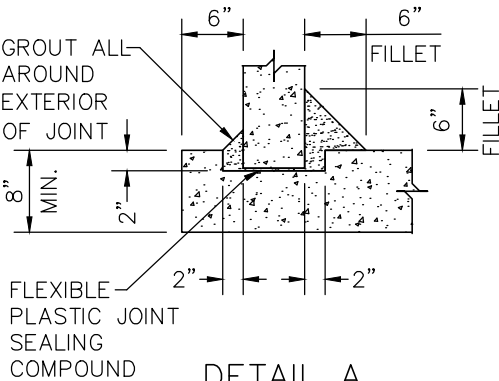


SECTION "A-A"

EXTEND VENTS ABOVE
ROOF LINE PER
UNIFORM PLUMBING
CODE

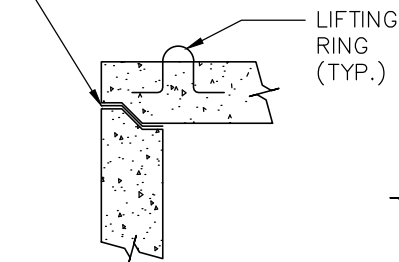
⑨

ELEVATION OF
HORIZONTAL VENT
RUN SLOPE FOR
DRAINAGE

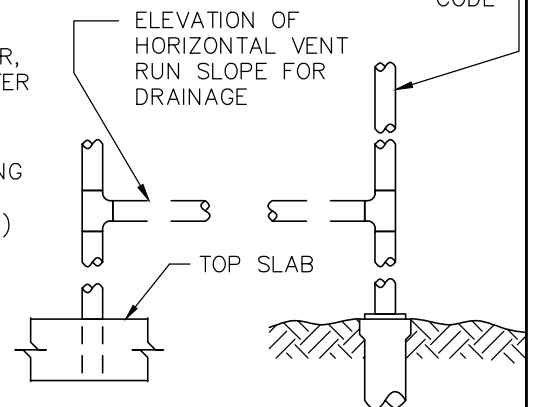


DETAIL A

SET TOP SLAB ON MORTAR,
GROUT OUTSIDE EDGE AFTER
INSTALLATION.



DETAIL B



DETAIL C

Kennedy/Jenks Consultants

Engineers & Scientists

143 Union Boulevard
Suite 600
Lakewood, CO 80226
303.985.3636 TEL.
303.985.3800 FAX

**SAND & OIL
INTERCEPTOR**



301 Walnut Street
Windsor, CO 80550

Best Management Practices For Fats, Oil and Grease (FOG) Control

Fats, Oils and Grease (FOG) are food by-products that can severely damage a facility's drain line system as well as the sanitary sewer system. FOG collect and can eventually harden on the inside of the sewer pipes; preventing water from flowing and causing blockages. Blockages in the sewer result in Sanitary Sewer Overflows (SSOs), dumping raw sewage into streets, lakes, streams, homes and businesses. The best way to prevent blockages is to keep FOG out of the drain line system. Below is a list of Best Management Practices (BMPs) that will help to prolong the life of your drain line system and reduce the inconvenience and cost of line blockages.

FOLLOW THE DOs AND DON'Ts OF BEST MANAGEMENT PRACTICES

Don't

- **Don't** put grease, fryer oil, food, or food scraps down any sink or floor drain.
- **Don't** pour bleach directly down ANY drain. Bleach when used improperly dewater grease, making it as hard as concrete.
- **Don't** remove sink strainers or drain covers, they should be kept in place for all drain fixtures. Empty scraps from strainers and covers into trash.
- **Don't** use cleaning chemicals improperly. Follow the instructions on the label, for your safety as well as the safety of the environment.

Do

- **Do** throw all food waste into the garbage.
- **Do** deposit used fryer oil in the appropriate container(s), such as a waste grease bin.
- **Do** use paper towels to soak up any oil or grease spills, including areas under fryer baskets. Throw paper towels into the trash.
- **Do** wipe down work areas. Dispose of the paper towels into the trash.
- **Do** check that all sinks and floor drains have installed strainers or covers.
- **Do** know the location and operation of all FOG control devices.
- **Do** keep dumpster areas clean and free of loose trash.
- **Do** display appropriate kitchen signage, which can be provided upon request.
- **Do** orient all employees to proper handling of food, including how to scrape excess food into the garbage, how to clean up spills, and how to clean sink strainers and floor drains. Documentation of employee training shall be made available for review at any time.



301 Walnut Street
Windsor, CO 80550

Best Management Practices

For Petroleum, Oil, Grease, and Sand (POGS) Control

Petroleum, Oil, Grease, and Sand (POGS) are sand, grit, and/or petroleum by-products that can severely damage a facility's drain line system as well as the sanitary sewer system. POGS collect on the inside of the sewer pipes; preventing water from flowing and causing blockages. Blockages in the sewer cause Sanitary Sewer Overflows (SSOs), dumping raw sewage into streets, lakes, streams, homes and businesses.

The best way to prevent blockages is to keep POGS out of the drain line system. Below is a list of Best Management Practices (BMPs) that will help to prolong the life of your sewer service line, and reduce the inconvenience and cost of line blockages.

FOLLOW THE DOs AND DON'Ts OF BEST MANAGEMENT PRACTICES

Don't

- **Don't** pour chemicals, automotive or other commercial/industrial fluids, sludge, or other substances down drains. Collect those items in designated containers.
- **Don't** use cleaning chemicals improperly. Follow the instructions on the label, for your safety as well as the safety of the environment.

Do

- **Do** install mesh screens if you have the potential to discharge debris larger than ½".
- **Do** store raw and hazardous materials and new and used waste fluids away from sanitary sewer floor drains or within secondary containment to reduce the potential for spills to reach the sanitary sewer system.
- **Do** sweep or dry wipe floors prior to floor wash down to ensure that there is no excessive oil or sand entering the sanitary sewer.
- **Do** train all employees on the proper disposal of oils and other wastes into designated containers without spilling. In the event of a spill, employees shall know the location, use, and disposal of absorption products to clean any spills. Washing spills into drains is prohibited.
- **Do** keep all wastes away from doorways or other structural openings to prevent illegal discharges to the sewer system or environment.
- **Do** post signs above all sinks and drainage fixtures prohibiting the discharge of oil and other chemical waste down the drains.

**Industrial Pretreatment Program****Routine Observation Form**

Scheduled Program: _____

Observation Date: _____

Field Representative: _____

Facility:

Interceptor No.:

Key Map:

Address:

Contact:

Title:

Phone No.:

Facility Description:

Interior Grease Trap:

Capacity: _____

Pumping Frequency: _____

Service Contractor: _____

Exterior Interceptor:

Capacity: _____

Pumping Frequency: _____

Service Contractor: _____

Waste Grease Bin:

Location: _____

Disposal Interval: _____

Disposal Company: _____

Enzyme/Bacteria Use:

Product Used: _____

Frequency Used: _____

Service Contractor: _____

1st Compartment:
 _____"
 _____"
 _____"

Depth of:

Grease/Oil (A)**Water (B)****Solids (C)****2nd Compartment:**
 _____"
 _____"
 _____"
 $(A+C) / (A+B+C) = \text{_____} \% \text{ FOG or POGS}$ $(A+C) / (A+B+C) = \text{_____} \% \text{ FOG or POGS}$

Tee/Elbow In Place: Y N N/A

Caps On If Needed: Y N N/A

Tee/Elbow In Place: Y N N/A

Caps On If Needed: Y N N/A

Pass / Fail**Form Left with Facility:**

_____ BMP Flyer

_____ Pass Letter

_____ Pump Notice of Violation (15 Working days follow-up) ($\geq 25\%$)

_____ Repair Notice of Violation (30 Working days follow-up)

_____ Access Notice of Violation (10 Working days follow-up)

Comments:



301 Walnut Street
Windsor, CO 80550

July 2017

RE: Maintenance of your Grease or Sand/Oil Interceptor
Town of Windsor, Colorado

Dear Facility Owner:

As an owner or operator of a facility with a Grease or Sand/Oil Interceptor in Windsor, Colorado (Town/Windsor), you have certain requirements that must be met. This letter introduces these requirements.

Grease Program

Owners of restaurants and other businesses that are considered generators of fats, oil, and grease (FOG), are required to have and maintain an external grease interceptor. Grease interceptors help prevent excessive amounts of grease from entering the wastewater collection system. If unimpeded, grease could ultimately cause blockages and sewer backups. Some facilities in Windsor have internal grease traps instead of an external interceptor.

Similarly, owners of businesses that generate Petroleum Oil, Grease, Sand (POGS), other inert debris, and/or other related undesirable matter into the sanitary sewer system are required to have and maintain a sand/oil interceptor. Sand/Oil Interceptors help prevent excessive amounts of sand and/or oil from entering the wastewater collection system. If unimpeded, the sand and/or oil could ultimately cause blockages and sewer backups.

Owner Responsibility

As an owner of a FOG or POGS generating facility, you are responsible for:

- **Keeping your interceptor/trap accessible**, so it can be pumped and its contents visually observed.
- **Pumping** your interceptor/trap on a regular schedule. Interceptors/traps must be pumped quarterly (at least once every three months), *at a minimum*. Cleaning intervals must be adjusted so as not to allow the interceptor to be more than twenty-five percent (25%) full of solids and/or grease at any time. Note that pumping contractors must be registered with the State of Colorado.
- **Maintaining** your interceptor/trap so that it is in good, working order. This includes having all internal plumbing (i.e. bends and tees) in place and in good condition.

Observations by the Town

A representative of Windsor will perform regular observations of the businesses included in the Town's FOG/POGS program at a minimum of every six (6) months. If an observation results in a finding that the interceptor/trap is not accessible, not pumped, or in need of repair, a violation notice will be left at the facility and a repeat observation will be performed.

The Town's representative may also review the most recent receipts for the removal and hauling of the materials collected from the interceptor/trap. Businesses/Owners are required to keep records of all maintenance activities for a minimum of three (3) years.

Best Management Practices

All facilities are required to perform Best Management Practices (BMPs) when it comes to the storing, handling and disposal of FOG/POGS. Please see the attached pamphlet that addresses BMPs.

If you have any questions, or would like additional information, please contact Dennis Markham at 970-686-2144.

Sincerely,

Dennis Markham
Wastewater Services Superintendent
Town of Windsor Public Works Department



301 Walnut Street
Windsor, CO 80550

Date: _____

Facility Name: _____

Facility Address: _____

RE: GREASE AND SAND/OIL INTERCEPTOR PASS LETTER

The Town of Windsor (Windsor/Town) has hired Kennedy/Jenks Consultants to perform periodic reviews of grease and sand/oil interceptors within Windsor. A review of your grease or sand/oil interceptor was completed by Kennedy/Jenks Consultants on _____.

Based on the information collected, your interceptor appears in good working condition and does not require pumping or repair at this time. The requirement for your interceptor pumping is, at a minimum, *every three months*. If this interval is not adequate, please take the necessary actions to ensure that the interceptor is functioning and maintained properly.

This program is necessary so that grease, sand and oil do not enter the sanitary sewer lines, which can cause sewer backups for your facility or others. If you have any questions regarding Windsor's grease and sand/oil inspection program, please call Dennis Markham, Wastewater Services Superintendent at the Town of Windsor, at 970-986-2144.

Thank you for your cooperation.



301 Walnut Street
Windsor, CO 80550

GREASE AND SAND/OIL INTERCEPTOR NOTICE OF VIOLATION

Date: _____ Facility Name: _____

Facility Address: _____

The Town of Windsor (Windsor/Town) has hired Kennedy/Jenks Consultants to perform periodic reviews of grease and sand/oil interceptors within Windsor. This program is necessary so that fats, oil and grease (FOG), or petroleum, oil, grease and sand (POGS) do not enter the sanitary sewer lines, which can cause sewer backups for your facility or others.

During a review of your facility, Kennedy/Jenks Consultants' representative found the following deficiencies with your interceptor:

Description		We will re-inspect interceptor on or after:
☐	Interceptor was not accessible and must be made accessible in the next ten (10) working days.	
☐	Interceptor contents exceeded the material to water ratio of 25%, and needs to be cleaned/or pumped in the next fifteen (15) working days. Your interceptor ratio: _____%	
☐	Interceptor needs the following repair in the next thirty (30) working days. Repair Issue: _____	

Please note that a well maintained interceptor and a regular pumping schedule will ensure proper interceptor operation. The minimum requirement for interceptor pumping is **every three months**. Each pumping event must remove the entire interceptor contents. Partial removal of contents is not allowed. Both the inlet and outlet chambers must be pumped completely. Under no circumstances shall the interceptor contents be reintroduced to your facility or the sanitary sewer system. A list of State of Colorado registered pumping contractors can be found at

https://www.colorado.gov/pacific/sites/default/files/HM_sw-grease-list-of-waste-grease-registrants.pdf

In addition, please note that it is important to use **Best Management Practices** (BMPs) in your daily operations to keep FOG/POGS out of the sanitary sewer system.

If you have any questions regarding Windsor's grease and sand/oil inspection program, please contact Town of Windsor Wastewater Services Representatives:

Dennis Markham: 970-686-2144 or DMarkham@Windsorgov.com

Mark Herrick: 970-302-9579 or MHerrick@windsorgov.com

Charwon Walter: 970-674-5402 or CWalter@Windsorgov.com



Industrial Pretreatment Program

Initial Inventory Form

Scheduled Program: _____

Observation Date:: _____

Field Representative: _____

Facility: _____

Interceptor No.: _____

Commercial Map: _____

Address: _____

Contact: _____

Title: _____

Phone No.: _____

Facility Description: _____

No. Seats: _____

No. Students: _____

No. Meals: _____

Hours of Operation: _____

Serving Utensils: _____

Interior Grease Trap: _____

Capacity: _____

Pumping Frequency: _____

Service Contractor: _____

Exterior Interceptor: _____

Capacity: _____

Pumping Frequency: _____

Service Contractor: _____

Waste Grease Bin: _____

Location: _____

Disposal Interval: _____

Disposal Company: _____

Enzyme/Bacteria Use: _____

Product Used: _____

Frequency Used: _____

Service Contractor: _____

Sinks:	Qty.	Mesh Screen?		Frequency Cleaned
2-compt	_____	Y	N	_____
3-compt	_____	Y	N	_____
hand	_____	Y	N	_____
floor	_____	Y	N	_____
mop	_____	Y	N	_____

Dishwasher: _____

Disposal: _____

Grill/Oven: _____

Floor Drains: _____

Fryer: _____

How is fryer grease disposed of? _____

Comments: _____



301 Walnut Street
Windsor, CO 80550

7.10 State of Colorado Reference to Registered Pumpers

Grease and Sand/Oil Interceptor Service – Pumping Companies

Please visit the Colorado Department of Public Health and Environment's website below to view a list of pumping contractors who are registered with the State.

This list includes waste grease transporters currently registered with the Colorado Department of Public Health and Environment. Some of the registered waste grease transporters on this list do not haul for the general waste grease community. It is the responsibility of the business or entity in need of waste grease transporter services to contact a registered waste grease transporter.

https://www.colorado.gov/pacific/sites/default/files/HM_sw-grease-list-of-waste-grease-registrants.pdf



New Facility Checklist

Facility Information		
Facility Name:		
Address:		Commercial Subdivision:
K/J Job No.:		
Contact Information		
Contact Name:		Affiliation:
Address:		
Phone:		Email:
Prior to the Construction of the Facility		
Pre-Construction Review:	Notes:	Date Received and Date Accepted:
Grease Trap Review Payment:		
Site Utility Plan and Profile:		
Facility Plumbing Plans:		
Sizing calculations:		
Proposed Interceptor Shop Drawings:		
At the Time of Interceptor Installation		
Observation by Town Representative:	Notes:	Date Completed:
Interceptor installation and inspection:		
Dye Test to confirm that the appropriate fixtures are, and are not, connected to the interceptor:		
Perform initial inventory of fixture units:		
After Interceptor Installation		
Follow up Action:	Notes:	Date(s) of Action:
Add facility information to Town's Grease Interceptor Listing:		
Add facility to the District's Commercial Maps:		
Create Facility Packet: scan reviewed documents, field observation sheets, pictures, and/or any communication.		
Save Facility Packet to current Job #:		
Provide the facility owner a copy of Windsor's FOG and POGS Policy:		



GREASE INTERCEPTOR INSTALLATION OBSERVATION FORM

DEVELOPMENT NAME _____

FACILITY NAME _____

FACILITY ADDRESS _____

INTERCEPTOR CAPACITY _____

INTERCEPTOR DIMENSIONS _____

CONTRACTOR _____

CONTRACTOR CONTACT/PHONE # _____

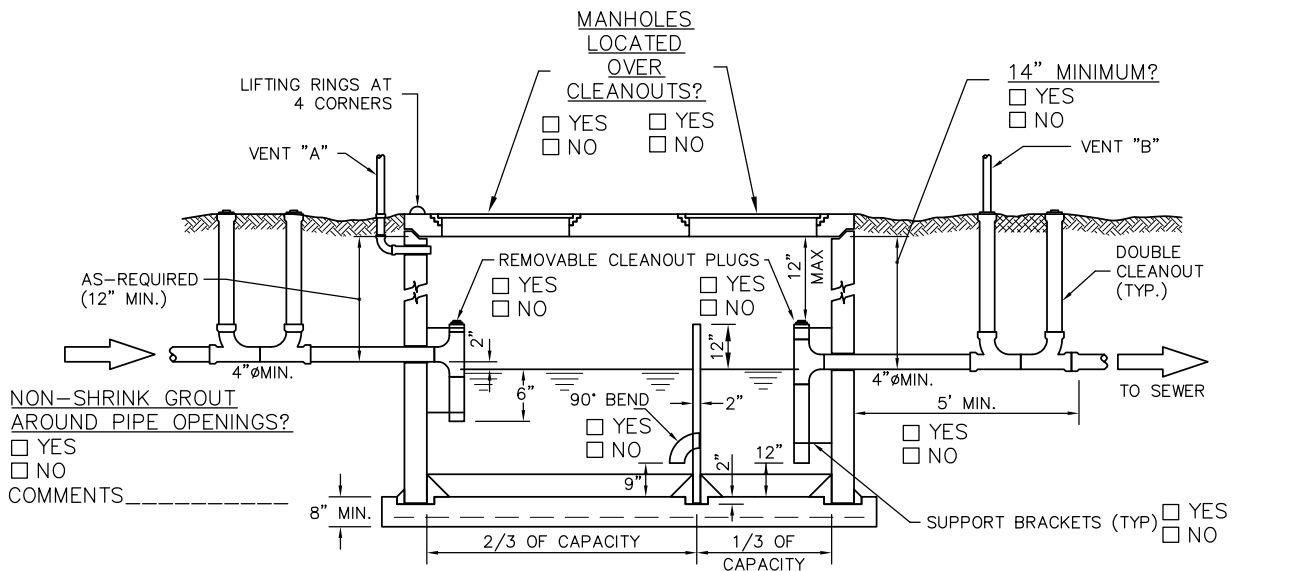
DATE _____

OBSERVED BY _____

JOB NO. _____

KEY MAP # _____

COMM MAP # _____



INTERCEPTOR CAPACITY MATCHES
THE APPROVED PLANS?

☐ YES☐ NO

COMMENTS _____

OUTLET PIPE INVERT IS 2"
LOWER THAN THE INLET PIPE?

☐ YES☐ NO

COMMENTS _____

PIPE AND FITTINGS ARE SCHEDULE 40
PVC AND A MINIMUM 4" DIAMETER?

☐ YES☐ NO

COMMENTS _____

GENERAL COMMENTS/CORRECTIONS REQUIRED:

INTERCEPTOR HAS TWO VENTS,
ONE FROM EACH COMPARTMENT?

☐ YES☐ NO

COMMENTS _____

5' MINIMUM CLEARANCE FROM BUILDING?

☐ YES☐ NO

PLAN VIEW SKETCH OF GREASE INTERCEPTOR AND
BUILDING (SHOW ORIENTATION):



301 Walnut Street
Windsor, CO 80550

SERVICE LINE OBSERVATION REPORT

Field Administrator: _____ Date: _____

Contractor Information:

Contractor Name: _____

Contractor Company: _____

Telephone No.: _____

New Tap: Yes / No

Service Repair: Yes / No

Customer Information:

Address: _____

Single Family Residential _____

Multi-Family _____

Commercial/Industrial/Business _____

Sewer Service Information:

Diameter (inches): _____ Length (ft): _____

Material: _____

Estimated SSS Slope/Grade (%): _____

Dye Testing Results: _____ Passed _____ Failed _____

Depth of SSS at bldg. foundation (ft): _____ At main line _____(ft)

Type of Connection to Main: _____

Type of Bedding: _____

Backfill Compaction Material: _____

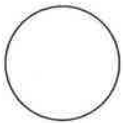
Sewer Main Information:

Diameter (inches): _____ Length (ft): _____

Material: _____

Sketch of Service:

Drawing Detail:



North

We understand and acknowledge that the Town's review and regulation of the construction of sewer service facilities, and connection thereof to the Town's system are for the Town's interest and the protection of the Town's system, and that the Town does not undertake to inspect or approve the service line or any facilities other than those owned by the Town. We understand it is up to the property owner to protect his/her own interests concerning the design and workmanship of the service facilities. We further understand and acknowledge that, at all times before and after the service connection is made to the Town main, all lines, equipment and facilities upstream from the connection to the Town main are the sole responsibility of the property owner, and that the Town has no responsibility to maintain, operate, repair, clean, clear or replace such lines, equipment and facilities.



FUTURE TOWN BOARD MEETINGS

January 22, 2018 6:00 p.m.	Town Board Work Session Public Works Project – final report Public Works – staffing report
January 22, 2018 7:00 p.m.	Town Board Meeting
January 29, 2018	Fifth Monday
February 5, 2018	Town Board Work Session
February 12, 2018 5:30 p.m. /1 st floor conference room	Board/Manager/Attorney Monthly Meeting Poudre River Flood Resiliency Study Results
February 12, 2018 7:00 p.m.	Town Board Meeting
February 19, 2018 6:00 p.m.	Town Board Work Session – President’s Day Town Hall closed
February 26, 2018 6:00 p.m.	Town Board Work Session Brush/Recycling relocation and consolidation discussion Brush site fee review
February 26, 2018 7:00 p.m.	Town Board Meeting
March 5, 2018 5:00 p.m.	Town Board Work Session Candidate Orientation
March 12, 2018 5:30 p.m. /1 st floor conference room	Board/Manager/Attorney Monthly Meeting Preliminary review of water rate study
March 12, 2018 7:00 p.m.	Town Board Meeting Kern Board Meeting
March 19, 2018 6:00 p.m.	Town Board Work Session Town Manager Candidates – meet & greet
March 26, 2018 6:00 p.m.	Town Board Work Session
March 26, 2018	Town Board Meeting

7:00 p.m.

April 2, 2018 Town Board Work Session
6:00 p.m.

April 9, 2018 Board/Manager/Attorney Monthly Meeting
5:30 p.m. /1st floor conference room

April 9, 2018 Town Board Meeting
7:00 p.m.

Additional Events

January 18, 2018 Joint meeting with Loveland City Council - Fairgrounds Avenue Right-of-Way Plan and Intergovernmental Agreement at Budweiser Event Center; attending: Baker, Bennett, Scheuerman, Rennemeyer, Adams

Future Work Session Topics

- Road Improvement Plan Prioritization - Planning
- Code Update meeting with Planning Commission (next code section in series) - Planning
- Primary Work Force Housing (subject to direction from two December 2017 work sessions) - Planning
- Golf Cars – Water Valley expansion – Police Department
- Park Development Fees
- Raindance/LaBue Land Acquisition