



# Monthly Retain Drain Maintenance Procedures



- **Establish safe work space by placing a safety cone near the catch basin**
- **Always wear protective gloves**
- **You should never be more than 10 feet away from the open drain**
- **With a T-bar, slide drain cover straight back, using safe lifting practices, to expose the Retain Drain.**
- **Remove and empty the trash tray. Use 8” drywall mudding tool to thoroughly scrape clean the trash tray sides and bottom.**
- **Reach into the Retain Drain to remove the dirty filter. Fold the filter in half while removing to help contain loose debris and contamination.**
- **Place dirty filter in a heavy duty trash bag or other water resistant receptacle. Do not exceed ten used filters per container due to weight.**
- **Place new filter in the Retain Drain, setting it square and flat on the bottom plate.**
- **Re-place the clean trash tray. Use a heavy duty cleaning brush to dry scrub the Retain Drain frame and trash tray so that it is visibly clean and clear.**
- **Using a T-bar, lift and slide the drain cover back into position.**
- **Visual spot check of drains is recommended every two weeks. If there is a visible accumulation of debris that would hinder waterflow, remove the drain cover and clear the trash tray at this time.**
- **Remove the entire Retain Drain unit twice per year to clean all surfaces of residual residue.**