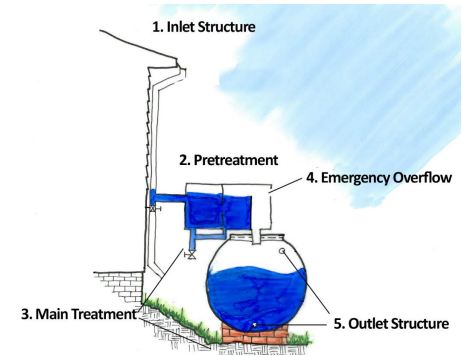


Cistern Inspection Form

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BMP Name(s)	Today's Date:				
	Date of Last Inspection:				
Note: The cistern name will be shown on the BMP location map included with the Stormwater BMP Record Drawing for this property. A typical name would be "Cistern 1" or "Cistern A". If this inspection form is being submitted for multiple BMPs of the same type, please list all applicable names.					
Property Info	Street Address:		City:	State:	Zip:
	Name (Owner, Tenant, Property Manager or Landscape Company):		Contact Name (If Different):		
Who is Inspecting the Cistern?	Street Address (If conducted by a company, use company address):		City:	State:	Zip:
	Phone #:	Email:	Check one: <input type="checkbox"/> PE <input type="checkbox"/> PLA <input type="checkbox"/> No		
			License #:		
Who Owns the Cistern?	Name (Person(s) or Company):		Contact Name (If Different):		
	Street Address:		City:	State:	Zip:
	Phone #:		Email:		
This Section is for City of Topeka Use Only					
Is a Follow Up Inspection by Staff Required? Check One:		Reason for Follow Up?			
Yes		Name of Staff Approving This Inspection Report:			
No		Date of Inspection Approval:			
		Has the City Entered and Approved this Inspection?			
		Yes			
		No			

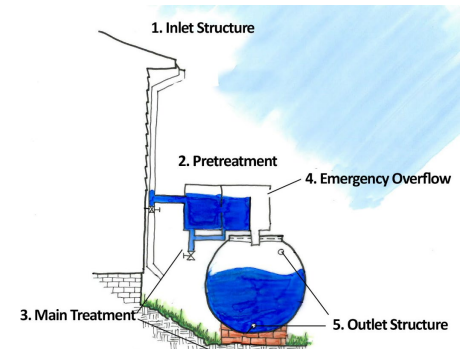
Submit completed forms to:
 Email - stormwater@topeka.org
 Mail - Stormwater Management Section • City of Topeka Utilities Department
 215 SE 7th St • Topeka, Kansas 66603



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Inspection Question	Answer			Describe Problem(s) and Solution(s)
	Y	N	NA	
<i>Inlet Structure, Emergency Overflows, Outlet Structure</i> <i>(Components 1, 4, and 5)</i>				
Success Factors: Protection, Two-Day Drain Time, and Cleanliness				
1. Are the downspouts and gutter free of leaves, sediment, and other obstructions?				
Guidance: Check and clean gutters, downspouts, and the inlet regularly when significant leaf litter and debris is expected (spring, fall, and winter) Schedule: Seasonally				
2. Are the downspouts and gutters correctly attached to the building and the tank? Are they watertight and operating properly?				
Guidance: The gutters must be positioned to capture roof drainage, and must be securely attached to downspouts, which in turn must be securely attached to the tank. Replace or repair damaged components. Schedule: Seasonally				
3. Is water flowing out of the overflow pipe in small storms when the previous rain event was 4 or more days before?				
Guidance: Check the entire system for clogging and damage. Make sure the pump is working properly and is pumping water at the right rate and right time. Schedule: Monthly				
4. Notice another problem? Describe in comments.	Your Comments:			

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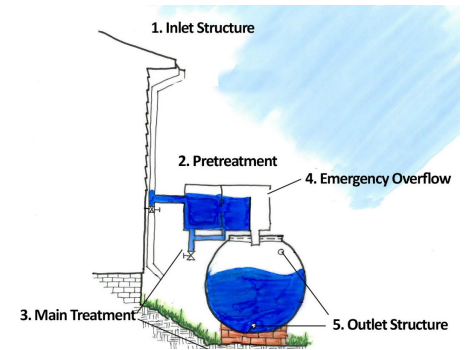
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Inspection Question	Answer			Describe Problem(s) and Solution(s)
	Y	N	NA	

Pretreatment & Main Treatment (Components 2 & 3)

Success Factors: Vegetation, Protection, Two-Day Drain Time, and Cleanliness

5. Does the pretreatment device need to be cleaned?

Guidance: If the pretreatment device (such as a screen) gets clogged, stormwater may bypass the cistern. Proper function of the cistern requires frequent inspection and cleaning of the pretreatment device. Also, a functioning pretreatment device keeps the debris and sediment from entering the tank and reduces the need for tank maintenance.
Schedule: Seasonally

6. Does the pretreatment device appear to be working properly?

Guidance: Look for evidence of bypassing, erosion, leaks, or cracks. Repair or replace the pretreatment device to allow stormwater to filter through pretreatment before discharging into the tank.
Schedule: Monthly

7. Are there visible sediment deposits or other debris in the tank, taking up 5% or more of the storage space?

Guidance: Sediment will likely enter the tank, even with a properly functioning pretreatment device. Remove sediment and debris from the tank when deposits take up 5% or more of the tank volume.
Schedule: Seasonally

8. Does the tank show signs of breakdown such as cracks, leaks, warps, or other damage?

Guidance: Some damage can be repaired before the tank is no longer usable. Catch small repairs early. Patch holes and/or paint the tank with appropriate paint to keep sunlight from breaking the tank down. Protect the tank from access by people or animals.
Schedule: Seasonally

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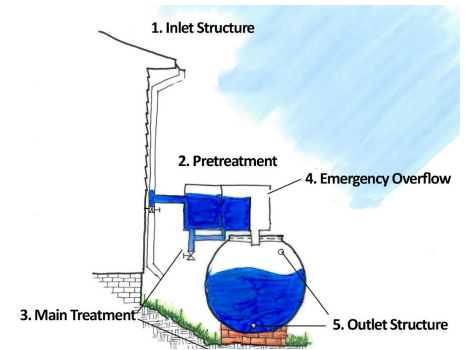
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Inspection Question	Answer			Describe Problem(s) and Solution(s)
	Y	N	NA	
<p>9. Are there nuisance issues such as odors, algae, or mosquitoes in the tank?</p> <p>Guidance: Add bleach at ¼ cup per 1000 gallons of water. Then be sure the tank fully fills back up before using the water for irrigation or other non-potable uses. Otherwise, the bleach could damage vegetation, decking or other materials. Adjust draw down times to reduce the number of days water sits in the tank if algae and odors are problematic. Schedule: Seasonally</p>				
<p>10. Are pipes, hoses, valves, spigots, and pumps working properly?</p> <p>Guidance: Check all fittings and the pump to ensure they are working. Be sure all fittings are connected well. Replace cracked or broken pipes and malfunctioning spigots. Pull the pump at least once a year for maintenance, such as checking the motor, flushing the pump, checking the fittings and housing, etc. Schedule: Seasonally</p>				
<p>11. Are tank operation personnel properly trained in manual tank operation?</p> <p>Guidance: Make sure that all persons who are responsible for operation of the cistern understand its function, its dewatering schedule, and how to drain the tank manually. Persons who are new to the operation of the cistern should be trained before they are expected to operate the cistern. Schedule: Annually</p>				
<p>12. Notice another problem? Describe in comments.</p>	<p>Your Comments:</p>			

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Cistern Inspection Form

Use this page for any notes, comments, or questions generated by your inspection. If you are using this page to continue your notes from a previous section, please include the section name and section number. You may also use this page to address issues not covered on the inspection form.

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Cistern Inspection Form

Provide a photograph(s) of your BMP to document the compliance inspection to be submitted every other year.

Photograph Description:	Photograph Description:
Date Photograph Taken:	Date Photograph Taken:

Submit completed forms to:

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