



**Town of Bluffton  
Rainwater Harvesting  
Maintenance Inspection Checklist**

**BMP ID** \_\_\_\_\_

**Date and Time:** \_\_\_\_\_

**Site/ Project Name** \_\_\_\_\_

**Location:** \_\_\_\_\_

<b>Inspection Results:</b> (Check Only One)	
<input type="checkbox"/>	<b>Fully Functional</b> (No Problems Found During Inspection)
<input type="checkbox"/>	<b>Minor Functional Issues</b> (Can be corrected during routine maintenance throughout the year)
<input type="checkbox"/>	<b>Partially Functional*</b>
<input type="checkbox"/>	<b>Not Functional*</b>

\*BMP inspector will re-visit the site for a follow-up inspection to ensure deficiencies noted in this inspection checklist are completed and submit an updated inspection report to the Town of Bluffton within 60 days.

<b>A. Contributing Drainage Area (Roof Area)</b>						
0 = Good condition. Well maintained, no action required.						
1 = Moderate condition. Adequately maintained, routine maintenance needed.						
2 = Degraded condition. Poorly maintained, routine maintenance and repair needed.						
3 = Serious condition. Immediate need for repair or replacement.						
<input type="checkbox"/>	Inspected					
<input type="checkbox"/>	Not Inspected					
<b>Item</b>				<b>Comments</b>		
1.	Excessive leaves and debris in gutters/downspouts	0	1	2	3	N/A
2.	Other materials/debris on roof surface (e.g., excessive bird droppings)	0	1	2	3	N/A
3.	Clear overhanging trees/vegetation over roof surface	0	1	2	3	N/A

<b>B. Pretreatment</b>						
0 = Good condition. Well maintained, no action required.						
1 = Moderate condition. Adequately maintained, routine maintenance needed.						
2 = Degraded condition. Poorly maintained, routine maintenance and repair needed.						
3 = Serious condition. Immediate need for repair or replacement.						
<input type="checkbox"/>	Inspected					
<input type="checkbox"/>	Not Inspected					
<b>Item</b>				<b>Comments</b>		
1.	Maintenance access to pretreatment facility	0	1	2	3	N/A
2.	Check first flush diverters/filters for proper functioning (e.g., not bypassing too much water). Clean debris from filter screens	0	1	2	3	N/A Sediment marker reading:

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<b>C. Inlets</b>						
0 = Good condition. Well maintained, no action required.						
1 = Moderate condition. Adequately maintained, routine maintenance needed.						
2 = Degraded condition. Poorly maintained, routine maintenance and repair needed.						
3 = Serious condition. Immediate need for repair or replacement.						
<input type="checkbox"/>	Inspected					
<input type="checkbox"/>	Not Inspected					
Item				Comments		
1.	Check all conveyances into tank; remove debris; check for clogging	0	1	2	3	N/A
2.	Patch any holes or gaps.	0	1	2	3	N/A

<b>D. Tank or Cistern</b>						
0 = Good condition. Well maintained, no action required.						
1 = Moderate condition. Adequately maintained, routine maintenance needed.						
2 = Degraded condition. Poorly maintained, routine maintenance and repair needed.						
3 = Serious condition. Immediate need for repair or replacement.						
<input type="checkbox"/>	Inspected					
<input type="checkbox"/>	Not Inspected					
Item				Comments		
1.	Maintenance access to practice	0	1	2	3	N/A
2.	Check storage tank lids	0	1	2	3	N/A
	a. Vents and screens on inflow/outflow spigots	0	1	2	3	N/A
	b. Lids in place, properly secured	0	1	2	3	N/A
3.	Overflow pipes & downstream flow path	0	1	2	3	N/A Cause:
	a. Debris/clogging in overflow pipes	0	1	2	3	N/A Cause:
	b. Erosion, excessive debris, clogging of flow path	0	1	2	3	N/A Cause:
	c. Condition of downstream secondary runoff reduction practice (see applicable checklist)	0	1	2	3	N/A Cause:
4.	Sediment build-up in tank	0	1	2	3	N/A
5.	Backflow preventer	0	1	2	3	N/A
6.	Structural integrity	0	1	2	3	N/A
	a. Tank and foundation	0	1	2	3	N/A
	b. Pump and pump housing	0	1	2	3	N/A
	c. Pipes	0	1	2	3	N/A
	d. Electrical system and housing	0	1	2	3	N/A
7.	Water Quality Devices	0	1	2	3	N/A
8.	Mosquitos	0	1	2	3	N/A
	a. Mosquito screens; check gaps and holes	0	1	2	3	N/A

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b. Evidence of mosquito larvae in tank or manholes	0	1	2	3	N/A
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**E. Miscellaneous**

0 = Good condition. Well maintained, no action required.

1 = Moderate condition. Adequately maintained, routine maintenance needed.

2 = Degraded condition. Poorly maintained, routine maintenance and repair needed.

3 = Serious condition. Immediate need for repair or replacement.

<input type="checkbox"/>	Inspected					
<input type="checkbox"/>	Not Inspected					
	Item	0	1	2	3	Comments
1.	Complaints from local residents	0	1	2	3	N/A
2.	Mosquito proliferation	0	1	2	3	N/A
3.	Encroachment on practice or easement by buildings or other structures	0	1	2	3	N/A
4.	Adequate safety signage	0	1	2	3	N/A

**Inspector's Summary:**


**Photographs (minimum of five (5) photos as attachment)**

Photo ID	Description
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

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***Sketch of Practice***

(note problem areas)