



Submit report to:  
 City of Lynchburg  
 525 Taylor Street  
 Lynchburg, Virginia 24501  
 Attn: Stormwater Compliance Inspector  
 434-455-4250

**RAINWATER HARVESTING: O&M CHECKLIST – Virginia Stormwater Management Handbook,  
 Chapter 9-C.7.0.  
 Due Every April 1**

Inspection Date \_\_\_\_\_  
 Project \_\_\_\_\_ Site Plan/Permit Number \_\_\_\_\_  
 Location \_\_\_\_\_ Date BMP Placed in Service \_\_\_\_\_  
 Date of Last Inspection \_\_\_\_\_ Inspector \_\_\_\_\_  
 Owner/Owner’s Representative \_\_\_\_\_  
 As-Built Plans available: Y / N

Ideally, this practice should be inspected each Spring and Fall by the owner, with an extensive inspection every three years by a qualified third party inspector.

Element of BMP	Potential Problems	Y / N	How to fix problem	Who Will Address Problem	Comments
<b>Overall</b> <i>(Every third year)</i>	A component of the system is leaking or damaged		Make necessary repairs or replace damaged components	Professional	
	Water is flowing out of the overflow pipe during the design rainfall or smaller storm (1-1.5 inch)		Check for clogging or damage and ensure the pump is operating correctly. Ensure water is being used at the volume for which the system was designed.	Owner or professional	
	Electric system is flawed		Make any necessary repairs/adjustments	Professional	
	Sediment accumulation in cistern exceeds 5% of the design volume		Remove sediment	Professional	
	Excessive overhanging vegetation/trees present		Trim branches back to meet standards	Professional	
<b>Captured roof area</b> <i>(Twice a year)</i>	Excess debris/sediment on the rooftop		Remove debris immediately	Owner or professional	

Element of BMP	Potential Problems	Y / N	How to fix problem	Who Will Address Problem	Comments
<b>Gutter system</b> <i>(Twice a year)</i>	Gutters are clogged and water is backed up		Unclog/remove leaves and debris. May need to install gutter screens.	Owner or professional	
	Rooftop runoff is not reaching the gutter system		Correct the positioning or installation of gutters. May need to replace the system	Owner or professional	
	Algae growth		Do not allow sunlight to penetrate cistern. Treat the water to remove/prevent algae	Owner or professional	
	Mosquitoes are present in the cistern		Check screens for damage and repair/replace. Treat with mosquito dunks if necessary	Owner or professional	
	Lids are damaged. Be sure to check vents and screens on inflow and outflow spigots and mosquito screens		Repair immediately. Ensure that lid damage has not led to any of the aforementioned problems with the cistern	Owner or professional	
<b>Screens and filters</b> <i>(Twice a year)</i>	Debris/sediment accumulation. Screens are clogged		Find the source of debris and sediment and remedy. Clear the screen/filter. Replace if necessary	Professional	
<b>Pump</b> <i>(Twice a year)</i>	Not operating properly		Check for clogging. Flush if needed. May need to be replaced	Professional	
<b>Pre-screening devices and first flush devices</b> <i>(Every 3 months)</i>	Dirty/clogged		Have a professional ensure screens have not caused bacterial growth within the gutters or downspouts. The owner may remove the clean out plug from the first flush device and manually wipe it clean.	Owner or Professional	
<b>Backflow preventer</b> <i>(Every third year)</i>	Pressure is uneven and is causing backpressure or back-siphonage		Immediately stop use of the indoor water supplied by the tank and call a professional.	Professional	
<b>Secondary water supply</b> <i>(Every third year)</i>	Not operating properly		Consult an expert only	Professional	
<b>Overflow pipe</b> <i>(Annually)</i>	Erosion is evident at overflow discharge point, along the filter path/secondary runoff reduction practices		Stabilize immediately. It may be necessary to refer to inspection checklists for other BMPs.	Professional	
	Overflow pipe in poor condition		Repair or replace pipe	Professional	