

I/I INSPECTOR'S GUIDELINES

I. Approach House/Building

- A. Inspectors shall be well groomed, neat in appearance and in uniform. They shall approach the front door using the driveway and sidewalks (inspectors shall avoid walking in home/building owners yard when approaching the structure).

II. Introduction and Identification

- A. Inspector shall present identification to occupant for examination.

- B. Introduction Speech:

Hello, my name is _____. I am an inspector with Johnson County Unified Wastewater Districts and we are performing additional testing as a result of building inspections and smoke tests from previous summers. We would like permission to inspect and test your storm water drainage facilities both in and around your home/building.

III. Topics to Discuss with Occupants

- A. Flooding history of house/building.

- B. Purpose of the inspection:

- 1. To discover and verify storm water drainage and sanitary sewer I/I connections.

- C. At each inspection site it must be determined if the current occupant is the actual homeowner. If this information is not available from the person being surveyed, be certain to indicate on the inspection form that the owner of record needs to be determined.

- D. Explanation of inspection procedures:

- 1. Visual inspection of outside property, checking for area drains, basement entry drains, driveway drains and roof drains or down spouts piped underground.
- 2. Visual inspection inside home/building of basement drainage. Check for sump pump and/or sump pit in basement.

- E. Testing procedures for suspect sources:

- 1. Dye test should be explained to homeowner/tenant: explain purpose of test and assure occupant that dye is non-toxic, biodegradable, etc. Testing procedures are followed according to dye testing procedures.

- F. If no sources are confirmed:

- 1. Thank occupant for participating in survey and field testing, replace any sump covers, draining grates, etc., disturbed during testing. Clean-up any dye residue and leave. Inform the occupant that no further action will be needed on their part.

- G. If suspect sources are found and confirmed:
1. Explain to occupant that they will receive a letter explaining test results.
 2. Briefly explain that funds are available, up to a certain maximum, to pay for any changes required by our inspections and testing.
 3. Do not discuss any specific policies of the reimbursement program or recommend any particular contractor to the homeowner/tenant. Refer questions to supervisor and give telephone number.

IV. Refused Entries

- A. If the resident refuses entry for inspection or testing, the inspector will politely thank the resident and leave the premises. Do not attempt entry or argue with any uncooperative occupant!
- B. Indicate on the inspection form that entry was refused and route the form to the I/I Planning Coordinator.

V. Protecting Private Property

- A. Damage to private property must be avoided at all times. Great care should be exercised to avoid damage to yard, trees, bushes, flowers, etc.
- B. Care must be exercised when dye testing suspect inflow sources to prevent dye from staining gutters, down spouts, siding, trim or any sidewalk or paved surfaces both in and around the property.
- C. Care must also be taken if pets are encountered during inside or outside inspections. If you feel that there is a possibility of being bitten or that the yard or house can't be entered safely, request that the homeowner/tenant restrain the pet during inspection and testing.
- D. If the homeowner/tenant is unavailable and there is a pet in the yard, great care should be exercised before entering the yard. If there is any question of personal safety, do not enter the yard.