

Appendix 5 – Proposed Inspection and Maintenance Checklist

Septic Tank Maintenance Report

The purpose of this notice is to record the results of a site assessment of the on-site wastewater disposal system located at the following property:

Property and Ownership Details

Date: _____ Time: _____ Reference number: _____
 Full name: _____
 Physical address: _____
 Phone Number: _____ Home _____ Mobile _____
 Person/s present on property during issue of notice: Yes No

Condition of Tank

Greywater goes through gully trap to septic tank Yes No
 All septic tank lid(s) in place and sealed Yes No
 Filter fitted, cleaned and replaced Yes No
 Evidence of effluent run-off or discharge Yes No
 Mushroom in place Yes No
 Access to septic tank free from obstruction Yes No
 Cracks in tanks Yes No
 Floor of tank in good order Yes No
 Tank inlets and outlets in place Yes No

Condition of Field

<input type="checkbox"/> No problems evident	<input type="checkbox"/> Smells
<input type="checkbox"/> Damp	<input type="checkbox"/> Boggy overall
<input type="checkbox"/> Lush	<input type="checkbox"/> Insect Nuisance
<input type="checkbox"/> Widespread effluent breakout	<input type="checkbox"/> Effluent breakout in specific areas
<input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Don't know/can't tell

Any other problems with system function? Yes No

If yes please detail:

Septage removed (m³): _____ Septage discharge point: _____

Grease trap (m³): _____ Discharge point: _____

Overall system rating: (please tick)

- | | |
|----------------------------------------------------------------------------|--------------------------|
| 1. No problems and no likelihood of problems in short to medium term | <input type="checkbox"/> |
| 2. No problems yet but some potential for problems in short to medium term | <input type="checkbox"/> |
| 3. Problems - can be remedied with minor works | <input type="checkbox"/> |
| 4. Major problems - will need major works to rectify | <input type="checkbox"/> |
| 5. Don't know (please explain) | <input type="checkbox"/> |

Items to Monitor before next inspection:

- Pass Fail

Required actions:

- Drainlayer required Home job Seek advice from GDC GDC follow up

Contractor:

Signed: