

IMPORTANT NOTICE -Regarding your Property Transaction Inspection and Test

BASA makes every effort to conduct, review and issue test results to each applicant in a professional and timely manner. To minimize delays to you in the process, we ask that you spend some time prior to our scheduled visit to confirm if access is available to our staff. Complete the following checklists prior to the test:

Refer to the second page of this notice for basic definitions of plumbing systems. BASA will attempt to access the building sewer and the building drain serving your location with a special video camera. The camera will be inserted into an access point provided by you, such as a cleanout fitting (*preferably 3-inch diameter or larger*) or a pulled, basement toilet. Certain locations have more than one building sewer or drain. Please make effort to provide access to all lines.

Checklist - Outside of the Structure:

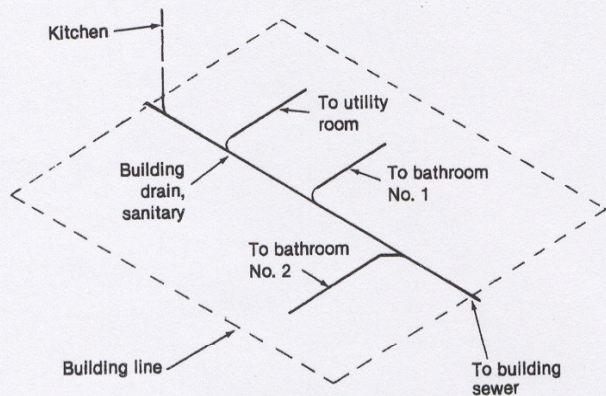
- 1.) Walk the property and provide access to any known cleanouts or vents that are along the existing building sewer. The building sewer is the privately owned line connecting the BASA main line to your structure.
- 2.) Walk the property around the main structure (and detached garage) and identify the location of all roof leaders (downspouts). Once visually located, make sure that they are not clogged either at the base or under the ground. Too often, our staff visits a site only to find that the lines are clogged and that the gutters cannot be tested. If the lines are blocked, please make reasonable effort to clear them.

Checklist - Inside of the Structure:

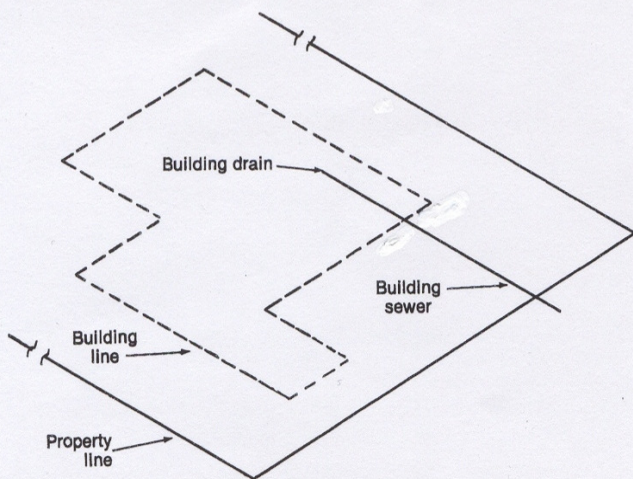
- 1.) Ensure that water and electric service is available. Ensure suitable lighting exists as well.
- 2.) Should the plumbing of the structure be winterized, understand that BASA will be using water in certain fixtures to conduct the test and will not re-winterize those fixtures. The owner or representative on site is responsible for ensuring the fixtures are properly winterized after BASA leaves the premises.
- 3.) Locate **and remove** interior cleanout cap(s), typically found on exposed piping in the basement (*preferably 3-inch diameter or larger*). A cap will be on a cleanout fitting which looks similar to the letter "T" or "Y". If this fitting is not on the piping, have a qualified professional install one; or remove a basement toilet (if available) from the floor so that we may access the service line through the drain. Our staff will not remove the toilet to conduct the test. The owner is responsible for removing and re-installing all items needed to provide access. *[If the structure is a mobile home, remove the skirting of the mobile home near the cleanout fitting under the home. Our staff will not remove the skirting to access the piping. The owner is responsible for removing and re-installing all items needed to provide access.]*
- 4.) Provide access to all sump pumps and floor drains. Move any personal items stored in the basement away from all plumbing fixtures and piping. If you have a sump pump (groundwater or gray-water), provide access to the pit, piping and pump. Ensure that the pump is operational so that we can attempt to verify its point of discharge.
- 5.) Identify and expose any basement backwater valve assemblies that may be in the building drain system. It is important that you inform our staff if this location has a backwater valve as it can affect your scheduled test. If the backwater valve is covered over, BASA cannot conduct the test.

Thank You for your cooperation,

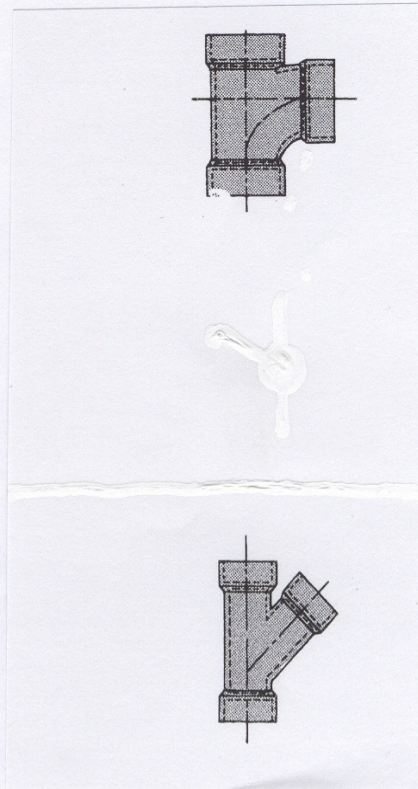
ATTENTION: This is an Ordinance-driven program having time-frame and penalty provisions. Any Violation Notice received from BASA (i.e. Notice of Failure) as a result of this test program must be abated within 60-days of the date of the Notice. Penalties to those in violation of the Ordinance may exceed \$100 per day. For complete details, visit your Municipal Building to examine the entire Ordinance.



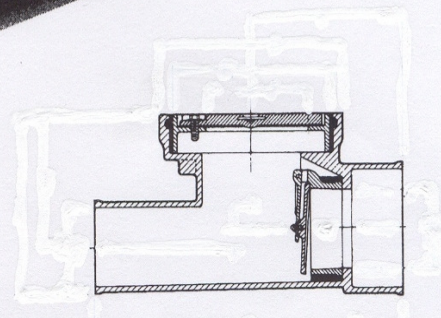
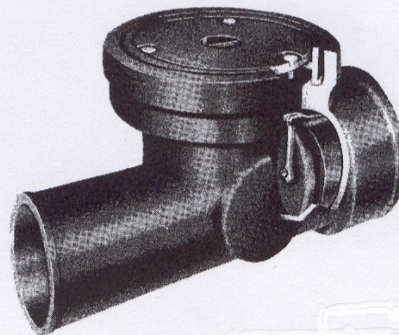
Building drain, sanitary The main horizontal sanitary collection system, inside the wall line of the building, which conveys sewage and other liquid waste from stacks and other drainage pipes (excluding storm water) to the building sewer, beginning 2 feet (more in some codes) outside the building wall. Note: *Most codes prohibit the entry of storm water into a building sanitary drainage system.*



Building sewer That part of the horizontal piping of a drainage system which connects to the end of the building drain and conveys the contents to a public sewer, private sewer, individual sewage disposal system or other legal point of disposal.



Cleanout A plug joined to an opening in a pipe, which can be removed for cleaning purposes. (preferably 3-inch diameter or larger)



Backwater valve A special device installed in a drainage pipe to prevent backflow of liquid waste into a drainage system.