

Instructions for Completing the Reservoir Evaluation Form

This evaluation form covers two types of reservoirs: steel and pre-stressed concrete. Immediately identify the type of reservoir you are evaluating and discard the form for the other type. For any unclear or unsure subjects on the form, either note NO (Not Observed) or indicate unsure.

1. **Recommendations** – Note your overall recommendations by checking the appropriate boxes. If the “Monitor” box is checked, note in the comments the conditions that need to be monitored and the criteria. Also, include some form of threshold when another action should take place.

For the other boxes, add information in the comments section when appropriate. If the “Brace Structure” box is checked, you should provide an explanation and location. If there is not enough room for all the comments, simply note “OVER” at the bottom and continue on the other side.

2. **Comments** – Explain any part of the assessment that needs to be explained. If the reservoir should be posted RESTRICTED USE, note any restrictions that are not checked off in the recommendations section. If the reservoir should be posted UNSAFE, explain why.
3. **Section D – Description** – Use this section only if the reservoir is of steel construction. Describe in detail the construction of the steel reservoir, including an estimate of the capacity, height, and diameter.
4. **Damage Observation (DO)** – The damage scale is used to rate the severity of damages that are found.
5. **Sections E through K** – Using the damage scale, estimate the level of damage for each component of the facility. For areas not seen, use the NO (Not Observed) rating. Rate only what you can see by walking around the reservoir.
6. **Section L – Remarks** – Expand as needed on the results of the assessment. As with the comments section, if there is not enough room, simply mark OVER at the bottom and continue on the other side.
7. **Section M – Description** – Use this part of the form for reservoirs constructed of precast concrete. Describe in detail the construction of the reservoir, including an estimate of the capacity, height, and diameter. Also, include the size and strength of the tendons if you know that information (e.g., from any available drawings).
8. **Damage Observation (DO)** – The damage scale is used to rate the severity of damages that are found.

9. **Sections N through T** – Use the damage scale to estimate the severity of damage to the various components of the reservoir. Take note of any areas of displacement in the remarks section. At the bottom of the page estimate the leakage rate.

For areas not seen, use the NO (Not Observed) rating. Rate only what you can see by walking around the station.

10. **Section U – Remarks** – Expand as needed on the results of the assessment. As with the comments section, if there is not enough room, simply mark OVER at the bottom and continue on the other side.