Observe the water.
Keep the diagnosis open.

Record what you can safely see, separate observations from guesses, and bring unanswered questions to a property-specific assessment.

Date: _____ Location / sketch label: _____

1. Record an event

Use more than one event if possible. Write “unknown” rather than treating a blank as confirmation.

Date / time	Rain, snowmelt, irrigation, dry weather or unknown	Where it appeared / when it cleared	Photo or note reference

2. Separate fact from a working explanation

What I observed	What I suspect	What needs assessment / remains unknown

3. Sketch only what is visible

Label the home, downspouts, paving, low spots, visible drains, outlet and water direction. Do not uncover pipes or enter unsafe areas.

This is general planning information, not a site assessment, installation specification, emergency-response guide or municipal approval. Do not enter floodwater or open drains, climb onto roofs, or dig to complete it. Immediate hazards require the appropriate emergency or utility response.

Compare the proposed scope, not just the price.

Copy the written proposals into this table. Record “not assessed” or “not included” when necessary. This is a comparison aid, not a contractor score or a design recommendation.

Proposal A / date: _____ Proposal B / date: _____

Scope or responsibility	Proposal A	Proposal B	Question still unanswered
Evidence of the water source			
Alternatives considered			
Collection area / method			
Route and receiving location			
Site suitability / assumptions			
Approval / permission responsibility			
Utility marking / private lines			
Materials and inspection access			
Excavation, access and disposal			
Surface / landscape restoration			
Maintenance and owner tasks			
Exclusions / change process			
Written price / payment terms			

Before scheduling

- Ask where the water will ultimately go. An intended outlet is not proof of permission or receiving capacity.
- Confirm who will check applicable local requirements, public utility markings and any private lines. Use Blue Stakes of Utah 811 guidance before excavation.
- Resolve important unknowns in writing. A lower price can describe a different or incomplete scope.

Background and next reading

Blue Stakes of Utah 811: how locating works · bluestakes.org/how-it-works/

University of Minnesota Extension: moisture causes and solutions

Building America Solution Center: swales, drains and site grading

These sources provide general context, not endorsement of this worksheet or a Utah-specific approval. See the online guide for related downspout, collection-method and outlet resources.