Rain Barrel Installation Process

1. ***Site Inspection***
   - *Work with the EnviroMatters Office to determine if your school is a candidate for a rain barrel system*
     - *Investigate problem areas (ground sloping, internal roof drainage and/or inaccessible downspouts)*
     - *Confirm any permit requirements with the City of Edmonton*
   - *Survey and take pictures of potential areas for project installation*
   - *Identify all gutters and downspouts to help determine the required size of the rain barrel system*

2. ***Planning***
   - *Identify project participants and determine the project timeline*
   - *Conduct informal survey of school community (including students, staff, custodial staff and parents) to determine their interest in the implementation and maintenance of the project*
   - *Assign project team, group leaders and clarify roles and responsibilities*
   - *Obtain agreement and approval from school Principal and Facilities Services*
   - *Establish an installation timeline and ensure open communication going forward*

3. ***Goals/objectives and Budget***
   - *Outline project goals and objectives (teaching and learning, environmental enhancement, etc.)*
   - *Identify any connections between school curriculum/activities and the rain barrel project*
   - *Create a budget for the amount you are able to spend*

4. ***Rain Barrel Design and Selection***
   - *Research and select the appropriate rain barrel and system with the following in mind:*
     - *Plastic and at least 55 gallons or more in size*
     - *A sealed yet removable child resistant top to ensure safety and to keep potential pests out*
     - *Screens to reduce particulate matter and the potential for mosquitoes*
     - *Connections to the downspout, runoff pipe, and spigot*
     - *Expanded storage volume with additional connected barrels, if necessary*
     - *Overflow irrigation design and automatic overflow and to prevent water back-up*
     - *Concrete pad and secure fencing to contain the system*
   - *Once the appropriate schematic design of your rain barrel system has been selected, schedule a meeting with school Principal and project team to discuss the recommended selections*
     - *Review the draft design and the space and size requirements for the selected system*
     - *Discuss the construction of the rain barrel system, including concrete pad and fencing to secure the barrel*
     - *Determine any school regulations about delivery and storage of materials and equipment that will be used for construction of the system*
     - *Discuss ongoing maintenance issues and continuing project team roles and responsibilities*
     - *Ensure the system is equipped to handle rainy months during summer school closures*

5. ***Set-Up and Construction***
   - *Create timeline for project completion and notify school community, administrators, custodial staff and volunteers*
   - *Schedule work with the Facilities Maintenance Department and delegate assignments to project team and/or volunteers*
   - *Order supplies and arrange for material delivery*
   - *Make copies of the construction sequence and task list for all participants involved in the installation*
   - *Ensure access to water hose and all necessary areas of the school for proper installation of the barrel system*
   - *Advertise and promote the project to the school community and local media if desired*

6. ***Maintenance and Use***
   - *Create a schedule for routine inspection as the seasons change and ensure the system is properly monitored during summer school closures*
   - *Inspect and repair or replace as needed:*
     - *Roof catchment to the rain barrel*
     - *Gutters and downspouts*
     - *Rain barrel and all connections, including spouts, spigot, barrel top and seal*
     - *Any accessories, such as rain diverter, soaker hose, linking kit, and additional guttering*
     - *Runoff/overflow spout and surrounding drainage area*

Thank you for helping the environment!