

Domestic Water Management

LIGHTHOUSE

RISK ASSESSMENT

AND

LOG BOOK

For

The Water Services

Of

……………………….Lighthouse

**INTRODUCTION**

The Health and Safety at Work Act 1974, places a duty on employers, employees and self employed to do all that is reasonably practicable to ensure the safety of not only the people at risk at he place of work but also to others who may be affected by their undertakings.

This particular document and log has been produced to enable the management of water systems at lighthouses and to comply with the relevant sections of the HSE’s Approved Code of Practice for hot and cold water systems, as referenced in ‘Legionnaires Disease – The control of legionella bacteria in water systems’ – ACOP L8. It is accepted that any controls in place to eradicate, or reduce legionella bacteria to safe levels, will also control the presence of other harmful bacteria.

Likewise, the completed risk assessment within this booklet has been undertaken to comply, so far as is reasonably practicable, with ACOP L8 and The Water Supply (Water Fittings) Regulations 1999, where applicable.

**RISK ASSESSMENT**

**Section 1 Identification and Assessment of Risk**

In order to make a valid decision as to whether there is a potential risk from any water system it is essential that a Risk Assessment is carried out to establish site conditions.

The risk assessment for hot and cold domestic water services consist of eight survey sheets that establish the physical conditions of the system. The risk assessment (1/10) itself is then a summary of these survey sheets and will contain recommendations of any remedial action that is required to conform to H.S.E. guidance and Water Supply (Water Fittings) Regulations 1999. The risk assessment sheets are in section 1 of this log book and are as follows.

1. **System details**

This establishes all the equipment that comprises the system and will highlight the higher risk areas. It will also establish and ‘Other Risk Systems’ that may require risk assessment.

1. **Cold Water Tank Survey**

The physical condition of the tank(s) supplying the system is recorded together with any requirements to conform to any bye-laws.

1. **Cold Water Tank Photograph**

This should attempt to show the external condition and general location of the tank(s)

1. **Hot Water Heater Survey**

Any appliance that heats the water supplied from the system tank should have its details recorded here with particular attention being paid to the temperatures attained in the heater, the return temperature after the water has passed around the system and at the outlets.

1. **Hot Water Heater Photograph**

This should attempt to show the external condition and general location of the heater(s)

1. **Electric Water Heaters**

Electric water heaters that may be mains or tank fed and may or may not have storage of hot water.

1. **Electric Water Heater Photograph**

This should attempt to show the external condition and general location of the heater(s)

1. **Hot & Cold Outlet Survey**

The temperature of a representative number of hot and cold outlets should be recorded which must include the farthest and nearest (sentinel) from the water heater after 1 minute of running. Any outlets that do not achieve the HSE requirements are regarded as having failed and the appropriate action needs to be taken.

1. **System Sketch**

The sketch should show all the main components of the system e.g. Mains water, storage and header tanks, filters, water softeners, heaters, strainers, pumps and outlets. It should also show any dead legs so that these can be eliminated from the system.

1. **Risk Assessment Summary**

This is the summary of 1 to 9 above and therefore constitutes the risk assessment. Since only adverse comments will be recorded, and these will be items that do not conform to HSE guidance then it is advisable to carry out the recommendations in order to minimise the risk. They may be rated as **High Medium** or **Low** to give indication of the speed of action required

**Hot and Cold Water Risk Assessment** **Index**

|  |  |  |
| --- | --- | --- |
| Location:  ----------------------------------------------- | **System Reference Name :** | Domestic Water System |
| **System Risk Assessed By :** |  |
| **Date of Risk Assessment :** |  |
| **Time of Risk Assessment :** |  |

|  |
| --- |
| Section 1 Initial Water System Assessment  2 Cold Water Tank Survey  3 Cold Water Tank Photograph  4 Hot Water Heater Survey  5 Hot Water Heater Photograph  6 Electric Water Heaters  7Electric Water Heaters Photograph  8 Hot & Cold Water Outlet Survey  9 System Sketch  10 Findings and Risk Assessment |

**Initial Water System Assessment**

1. System Details

|  |  |  |
| --- | --- | --- |
| **Location:**  ----------------------------------------------- | **System Reference Name :** | Domestic Water System |
| **System Risk Assessed By :** |  |
| **Date of Risk Assessment :** |  |
| **Time of Risk Assessment :** |  |

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| The HSE guidance requires that each hot and cold water system be assessed separately and to comply with this, the following definition of a system has been used  A system is defined as all of the equipment associated together as follows   1. The water supply e.g. mains or any other source of water feeding the system. 2. Any cold water tank(s) storing the supply water 3. Any heater(s) e.g. calorifier, heat exchanger etc. fed from the cold water storage tank. 4. Any electric water heaters that may be either fed from mains water or from the cold water tank(s) 5. Any ancillary equipment e.g. water softeners, filters, pumps, process equipment, ending machines etc 6. The hot and cold outlet points being served by the above equipment.   All of the equipment associated with this system should be recorded below. Further details of the equipment should be provided on additional sheets |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Yes/No** | **Amount** | **Location** |
| Cold water supply – State if mains, bore hole etc. |  |  |  |
| Cold water taps fed direct from mains for drinking |  |  |  |
| Cold water tank(s) |  |  |  |
| Hot water heater(s) (calorifiers or plate heat exchangers) |  |  |  |
| Electric water heaters |  |  |  |
| Cold water taps (individual) |  |  |  |
| Hot water taps (individual) |  |  |  |
| Mixer taps (i.e. hot and cold) |  |  |  |
| Thermostatic mixer valves |  |  |  |
| Shower outlets |  |  |  |
| Spray taps / outlets |  |  |  |
| Gents urinals |  |  |  |
| Toilets |  |  |  |
| Equipment that may require isolation during disinfection |  |  |  |
| Is there a management system to the ACOP |  |  |  |
| ***Other systems on site that may require an assessment*** | | | |
| Spray humidifiers, air washers and wet scrubbers |  |  |  |
| Transfer hoses |  |  |  |
| Emergency showers |  |  |  |
| Sprinkler and hose reel systems |  |  |  |
| Lathes and machine tools coolant systems |  |  |  |
| Micron filters |  |  |  |
| Ultraviolet filters |  |  |  |
| Washing machines |  |  |  |
| Dish washing machines |  |  |  |
| Water softening plants |  |  |  |
| Chilled water dispensers |  |  |  |
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| Others (specify) |  |  |  |

2  **Cold Water Tank Survey** (please use a separate sheet for each tank)

|  |  |  |
| --- | --- | --- |
| Location:  ----------------------------------------------- | **System Reference Name :** | Domestic Water System |
| **System Risk Assessed By :** |  |
| **Date of Risk Assessment :** |  |
| **Time of Risk Assessment :** |  |

|  |  |
| --- | --- |
|  | Comment |
| Cold water tank reference number |  |
| Location of tank |  |
| Size of access to tank |  |
| Length of ladder required to access tank |  |
| What services does tank supply e.g. cold/hot/hot & cold |  |
| Reference name/no of any associated hot water heater(s) |  |
| If multiple tanks, are they connected and how |  |
| Dimensions of the tank (length x width x height mm) |  |
| Volume of tank (litres) |  |
| Material of construction of tank / lid |  |
| Condition of lid e.g. gap / holes / fixed / tight / air vent fitted |  |
| Clearance above tank e.g. recommended 350mm minimum |  |
| Are inlet and outlet on opposite sides |  |
| Servicing valve fitted to inlet |  |
| Servicing valve fitted to outlet |  |
| Size of overflow |  |
| Is the overflow screened |  |
| Size of drain |  |
| Type / condition of lagging |  |
| Type / condition of outlet pipework lagging |  |
| Type / condition of mains water pipework lagging |  |
| Doe the tank turnover time require further investigation |  |
| Is there visible signs of surface contamination of the water |  |
| Is there visible signs of slime / algae |  |
| Is there visible signs of corrosion e.g. low/med/high |  |
| Is there visible signs of sediment e.g. low/med/high |  |
| Does the tank require cleaning/painting/lining/replacing |  |
| How often is the tank inspected |  |
| How often is a microbiological test taken |  |
| How often is the tank cleaned and disinfected |  |
| Distance to power supply |  |
| Distance to foul drain |  |
| Inlet water temperature (ºC) |  |
| Tank water temperature (ºC) |  |
| Ambient air temperature adjacent to the tank (ºC) |  |
| Ambient air temperature outside (ºC) |  |
|  |  |

3. **Cold Water Tank Photograph** (please use a separate sheet for each tank)

|  |  |  |
| --- | --- | --- |
| Location:  ----------------------------------------------- | **System Reference Name :** | Domestic Water System |
| **System Risk Assessed By :** |  |
| **Date of Risk Assessment :** |  |
| **Time of Risk Assessment :** |  |

|  |
| --- |
| **Cold Water Tank Ref No.** |

4. **Hot Water Heater Survey** (please use a separate sheet for each heater)

|  |  |  |
| --- | --- | --- |
| Location:  ----------------------------------------------- | **System Reference Name :** | Domestic Water System |
| **System Risk Assessed By :** |  |
| **Date of Risk Assessment :** |  |
| **Time of Risk Assessment :** |  |

|  |  |
| --- | --- |
|  | Comment |
| Heater Reference Number |  |
| Location |  |
| Water services the heater supplies (i.e. shower etc.) |  |
| Ref. Name/no. of any cold water storage tank associated with this system |  |
| Water heater type (e.g. Calorifier, plate heat exchanger) |  |
| If there is more than one heating appliance, on duty/standby linked how |  |
| If there is duty/standby recirculation pumps, are they changed regularly |  |
| Are duty/standby heaters, raised to 60ºC for 1 hour before going into service |  |
| Period of operation of heater(s) |  |
| Material of construction of heater(s) |  |
| Dimensions (Length x width x height or diameter x height mm) |  |
| Water capacity (litres) |  |
| Is the volume of the vessel suitable for use |  |
| Primary method of heating e.g. steam, oil, electric, HTHW LTHW etc. |  |
| Secondary method of heating e.g. immersion heater |  |
| Temperature gauge fitted to cylinder or flow line (yes/no) |  |
| Temperature gauge fitted to return line (yes/no) |  |
| Is there an inspection hatch to allow manual cleaning |  |
| When was the heater vessel last inspected for scale / corrosion |  |
| Is there a drain valve fitted allowing base of vessel to completely drained |  |
| Type / condition of heater vessel lagging |  |
| Type / condition of cold water supply pipe lagging |  |
| Type / condition of hot water distribution pipework lagging |  |
| Does the distribution pipework have a pumped circulation |  |
| Is there a destratification shunt pump to recirculate the water around the heater |  |
| State method of disinfection e.g. thermal /chemical / UV (specify) |  |
| Set Temperature thermostat ºC |  |
| Actual Temperature at top of vessel ºC |  |
| Actual temperature at nearest tap from heater ºC after 1 minute (>50ºC) |  |
| Actual temperature at furthest tap from heater ºC after 1 minute (>50ºC) |  |
| Temperature of return water at heater ºC (should be >50ºC) |  |
| Is there a record of cleaning and disinfection |  |
| Is the water monitored for biological quality routinely – if so state frequency |  |
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5. **Hot Water Heater Photograph** (please use a separate page for each heater)

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| --- | --- | --- |
| Location:  ----------------------------------------------- | **System Reference Name :** | Domestic Water System |
| **System Risk Assessed By :** |  |
| **Date of Risk Assessment :** |  |
| **Time of Risk Assessment :** |  |

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| Hot Water Heater Reference No. |

1. **Electric Water Heater Survey**

|  |  |  |
| --- | --- | --- |
| Location:  ----------------------------------------------- | **System Reference Name :** | Domestic Water System |
| **System Risk Assessed By :** |  |
| **Date of Risk Assessment :** |  |
| **Time of Risk Assessment :** |  |

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| --- | --- |
|  | Comment |
| Heater Reference No / Type of heater |  |
| Location |  |
| What water service does this heater supply |  |
| Water capacity (litres) (if applicable) |  |
| Is the volume of the vessel suitable for use |  |
| Is the water heater direct mains fed / internal cistern fed / cold water tank |  |
| If tank fed does the tank comply with the water supply regulations |  |
| Type / condition of cold water supply pipe lagging |  |
| Type / condition of hot water distribution pipework lagging |  |
| Is the cold water supply softened |  |
| Set temperature at thermostat ºC |  |
| Actual temperature at furthest tap from heater ºC after one minute |  |
| Are temperatures taken and recorded monthly |  |
| Method of disinfection – thermal /chemical disinfection |  |
|  |  |
| Heater Reference No / Type of heater |  |
| Location |  |
| What water service does this heater supply |  |
| Water capacity (litres) (if applicable) |  |
| Is the volume of the vessel suitable for use |  |
| Is the water heater direct mains fed / internal cistern fed / cold water tank |  |
| If tank fed does the tank comply with the water supply regulations |  |
| Type / condition of cold water supply pipe lagging |  |
| Type / condition of hot water distribution pipework lagging |  |
| Is the cold water supply softened |  |
| Set temperature at thermostat ºC |  |
| Actual temperature at furthest tap from heater ºC after one minute |  |
| Are temperatures taken and recorded monthly |  |
| Method of disinfection – thermal /chemical disinfection |  |
|  |  |
| Heater Reference No / Type of heater |  |
| Location |  |
| What water service does this heater supply |  |
| Water capacity (litres) (if applicable) |  |
| Is the volume of the vessel suitable for use |  |
| Is the water heater direct mains fed / internal cistern fed / cold water tank |  |
| If tank fed does the tank comply with the water supply regulations |  |
| Type / condition of cold water supply pipe lagging |  |
| Type / condition of hot water distribution pipework lagging |  |
| Is the cold water supply softened |  |
| Set temperature at thermostat ºC |  |
| Actual temperature at furthest tap from heater ºC after one minute |  |
| Are temperatures taken and recorded monthly |  |
| Method of disinfection – thermal /chemical disinfection |  |

1. **Electric water heater Photograph** (please use a separate sheet for each heater)

|  |  |  |
| --- | --- | --- |
| Location:  ----------------------------------------------- | **System Reference Name :** | Domestic Water System |
| **System Risk Assessed By :** |  |
| **Date of Risk Assessment :** |  |
| **Time of Risk Assessment :** |  |

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| --- |
| Electric Water Heater Reference No. |

1. **Hot & Cold Water Outlet Survey**

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| Location:  ----------------------------------------------- | **System Reference Name :** | Domestic Water System |
| **System Risk Assessed By :** |  |
| **Date of Risk Assessment :** |  |
| **Time of Risk Assessment :** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Location | Sink / Bath | Shower | Toilets | Urinals | Other (specify) | Hot ºC | Cold ºC | Comments  e.g. aerosols/scale/lagging/dead legs etc./location of thermostatic mixer valves |
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| Notes   1. Hot water outlets must be >50ºC after 1 minute 2. Mixer taps & valves (i.e. showers) must be >41ºC after 1 minute 3. Cold water outlets must be < 20ºC |

1. **System Sketch**

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| --- | --- | --- |
| Location:  ----------------------------------------------- | **System Reference Name :** | Domestic Water System |
| **System Risk Assessed By :** |  |
| **Date of Risk Assessment :** |  |
| **Time of Risk Assessment :** |  |

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1. **Findings and Risk Assessment Summary**

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| --- | --- | --- |
| Location:  ----------------------------------------------- | **System Reference Name :** | Domestic Water System |
| **System Risk Assessed By :** |  |
| **Date of Risk Assessment :** |  |
| **Time of Risk Assessment :** |  |

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| --- | --- | --- | --- |
| No | Nature of Risk | Action Required | Priority Rating (H/M/L) |
| 1 |  |  |  |
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| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

**SECTION 2 TRINITY HOUSE**

**Potable and Non-Potable Water System Maintenance**

*A= annually; 6M = six monthly; Q = quarterly; M = monthly; W = weekly;*

*OA = on arrival; OD = on departure; EW = each change of watch.*

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| --- | --- | --- | --- | --- | --- |
| **Service** | **Task** | **Frequency** | | | |
| Depot/  office | LHs | SVS | Hol  Cots |
| Hot water services | Samples to be taken from hot water heaters, heat exchangers and calorifiers to note condition of water. | A | OA | A | A |
| Water heaters/calorifiers. Prior to draining raise temperature to 70oC if possible. Cool, drain and open up and where possible visually check on all internal surfaces for scale and sludge. Clean and disinfect accordingly. | A | N/A | A | A |
| Check temperature and settings on heaters/calorifiers where possible. | M | OA | EW | M |
| Check water temperature at furthest tap from heater (or random sample) for up to one minute to ensure it reaches 50oC | M | OA | EW | M |
| Check water temperature at mixer taps to ensure they reach 41oC | M | OA | EW | M |
| Check water temperature at showers to ensure they reach 41oC | M | OA | EW | M |
| Cold Water Services | Visually inspect cold water storage tanks and carry out remedial work where necessary. Check representative taps for temperature as below on a rotational basis | A | OA | 6M | A |
| Check tank water temperature remote from ball valve and mains temperature at ball valve. Note maximum temperatures recorded by fixed max/min thermometers where fitted | 6M | OA | 6M | A |
| Check that temperature is below 20°C after running the water for up to two minutes in the taps | M | OA | EW | M |
| Check drip trays on humidifiers and air exchangers to prevent evaporation into system. Ensure drainage is efficient and disinfect. (N.B portable units – weekly) | A | N/A | EW | N/A |
| Replace all micron filters and flush through from filter chamber. | 6M | OA | 6M | 6M |
| Check efficiency of UVGI lamps; check hours of use counter where fitted. Allow to cool and clean outer glass/lens. Replace lamp as necessary. | 6M | As per  TI | 6M | A |
| Taps | Where taps have obvious scale these must be descaled either using proprietary descaler or bleach solution. | As req | As req | As req | As req |
| Where any property is left unoccupied, or tap unused for more than a month all taps must be opened and flushed for at least one minute. Keep away from any spray caused. | As req | As req | As req | As req |
| Shower heads | Dismantle, clean and descale shower heads and hoses as necessary. Submerge shower head in bleach/disinfectant 30 mins | Q | OA | EW | Q |
| Spray humidifiers, air washers and wet scrubbers | Clean and disinfect spray humidifiers/air washers and make-up tanks including all wetted surfaces, descaling as necessary | 6M | N/A | N/A | N/A |
| Confirm the operation of non-chemical water treatment (if present) | W | N/A | N/A | N/A |
| Water softeners | Clean and disinfect resin and brine tank - check with manufacturer what chemicals can be used to disinfect resin bed | As recommended by manufacturer | | | |
| Drinking water (filtered) dispensers | Machine should be stripped down, cleaned and flushed and descaled as necessary.  All micron filters replaced | 6M | OA | 6M | 6M |
| Emergency showers and eye wash stations | Flush through and purge to drain | 6M | N/A | 6M | N/A |
| Sprinkler and hose reel systems | Open valve and flush through. External hose reels must be drained after. | A | N/A | A | N/A |
| Pressure washers | Those not in daily/weekly use must be flushed through with disinfectant solution | 6M | As req | 6M | N/A |
| Lathe and machine tool coolants systems | Clean and disinfect storage and distribution system.  Change coolant as required | 6M | N/A | 6M | N/A |
| Water cooled engines/generators | Water must be changed regularly and coolant additives used to prevent sludge and bacteria | As recommended by manufacturer | | | |
| Pillow tanks | Part filled and flushed with disinfectant or 50ppm chlorine solution and hang to drain. Tanks should also be flushed before use. | 6M | 6M | 6M | N/A |
| Portable tanks | Clean and flushed with disinfectant and drained. Tanks should also be flushed before use. | 6M | 6M | 6M | N/A |
| FW Transfer hoses | Flush and fill with disinfectant solution or 50ppm chlorine solution for 1 hour. Empty and hang to drain where possible. Hoses should also be flushed before use. | 6M | 6M | 6M | N/A |
| Couplings on hoses stored where contamination might occur must be washed/dipped with a bleach solution | As req | As req | As req | As req |

**Section 3 Lighthouse Water Management - ‘On Arrival’ Log Sheet – 1 of 2**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **TANKS** | | | **WATER HEATERS & HOT TAPS** | | | | **COLD TAPS < 20 ºC** | | | | **Sign &** |
| Visual  Inspected | Temp ºC | Drip Tray  Empty | Visual tested a sample | Temp at heater ºC | Mixer Tap  Temp ºC | Tap Outlet  Temp ºC | Cleaned | Tap 1  Temp ºC | Tap 2  Temp ºC | Tap 3  Temp ºC | SURNAME |
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***Note – Mixer taps and showers must be >41 ºC / Hot water taps >50 ºC and all cold water system temperature taken < 20ºC***

**Section 3 Lighthouse Water Management - ‘On Arrival’ Log Sheet – 2 of 2**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **SHOWERS** | | | | **TOILETS** | | | **Pressure Wash** | **SYSTEM** | | **HOSES** | **Sign &** |
| Mixer Type  Yes/No | Head Changed | Cleaned/ Disinfected | Temp ºC | Cleaned Disinfected | Lid Fitted correctly | Flush OK | Disinfected &/or  Flushed  (if to be used) | Micron Filter change | UV lamp cleaned | Flushed disinfected | **SURNAME** |
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**Section 4 Lighthouse Water Management - 5 Yearly Maintenance Log Sheet – 1 of 2**

*This section is to be completed in conjunction with Section 3*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **TANKS AND HOT WATER HEATERS** | | | | | **COLD WATER SYSTEM** | | | | | |
| Water tanks  Inspected  /cleaned  ♠ | Masonry tanks inspected/cleaned  ♠ | Heaters cleaned and disinfected  ♣ | Superheat to 70 ºC  ♥ | System flushed through 70ºC  ♥ | Tap Outlets  descaled | UV Lamp changed | Cisterns emptied, disinfected, refilled | Pipe line system drained | Pipeline system flushed – disinfected  ♥ | Sign &  Surname |
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*NOTES - ♠ Inspection only required but, where sludge or scale is found, tanks shall be emptied, cleaned and disinfected. Delete as appropriate.*

*♣ Where possible, heaters to be dismantled for cleaning*

♥ *Pipe line systems either super heated or flushed with biocide. Not both.*