

Building re-opening water safety checklist

Note, if you are using an external contractor then they will provide a checklist and certification and you don't need this checklist. Ask for qualifications and accreditations or membership of national associations such as Watersafe, Legionella Control Association or BSRIA or equivalent.

ACTION	STATUS (C completed /P pending / EC external contractor)	TICK WHEN COMPLETE	PERSON RESPONSIBLE	DATE COMPLETED
1 Assess whether you will check and clean your water systems in-house or call in an external expert. You should consider risk, cost, time and complexity of the site.				
2 Designate tasks to named individuals.				
3 Compile a checklist of all water using appliances and outlets e.g. first floor washroom basin one cold tap, or kettle in ground floor kitchen				
4 Ensure staff carrying out cleaning and water checks have PPE; minimum should be masks to cover the nose and mouth				
5 Check that all staff carrying out cleaning and inspection understand what to do and are aware of the risks to themselves, their colleagues and customers, visitors or users of the building.				
6 Empty and, if possible, inspect any water storage tanks				
7 Set the boiler to 60 degrees centigrade or higher				
8 Flush out the hot water systems. Open outlets slowly to prevent splashing and limit aerosols. Open outlets closest to the boiler first. Let each outlet run until the water is hot (ideally as close to 60 degrees centigrade as possible). Ensure shower heads and hoses are close to drains if possible, to prevent aerosol generation. Tick off each outlet on the checklist once completed.				
9 Flush out the cold water systems. Open outlets slowly to prevent splashing and limit aerosols. Open outlets closest to the mains intake first, this will be those closest to the water meter. Let each outlet run until the water is cold (less than 20 degrees centigrade). Ensure shower heads and hoses are close to drains if possible, to prevent aerosol generation. Tick off each outlet on the checklist once completed. Flush all toilets a couple of times with the lid closed.				

	ACTION	STATUS (C completed /P pending / EC external contractor)	TICK WHEN COMPLETE	PERSON RESPONSIBLE	DATE COMPLETED
10	<p>Check all drinking appliances.</p> <ul style="list-style-type: none"> • Empty and rinse kettles • Change the bottles on water coolers • Flush out mains-fed water coolers • Clean the nozzles on water coolers and drinking fountains • Empty any ice makers and dispose of next production of ice • Change or clean the filters on any fridge door water dispensers or water jug filters • Clean any other water dispensers. 				
11	Check and clean any water features, water softeners or other water using appliances in line with the manufacturer's instructions.				
12	Run washing machines and dishwashers on a high temperature setting whilst empty.				
13	Check any outdoor taps, hoses, or irrigation equipment and flush through until the water is cold.				
14	Check all hot tubs, spas and pools in line with the manufacturer's instructions.				
15	Once the system is flushed, remove and clean shower heads and tap inserts if possible.				
16	Make sure all staff are aware of the increased possibility of leaks when the building reopens.				
17	Inform your water company when you are about to reopen. You can find their details on your water bill.				
18	Inform staff that the water may appear 'milky' for a few days due to trapped air in the system and taps and other outlets may be 'splashy' or have different pressures to normal for a few days. However, you should contact your water company, plumber or professional water contractor if you have any major concerns over the smell or appearance of your water.				

NAME

POSITION

DATE

SIGNATURE

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