**General Flushing Regime**

**Note:**

* **Listed tasks are a reflection of the ACOP (L8) recommended flushing guidance.**

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| **Phase** | **Action required** | **Freq.** | **Dept. Responsible** | **Notes on current working practice** |
|  |  |  |  |  |
| **Phase 1** |  |  |  |  |
|  | Notify responsible site personnel and where necessary sign a ‘Permit to Work’ before commencing work. | Daily |  |  |
| **Phase 2** |  |  |  |  |
|  | With a calibrated thermometer, check the water storage temperature in the level 3 plant room, and record. | Monthly |  |  |
|  | If a chlorine dosing unit (CDU) is operational on site at the time of the visit, undertake testing at the tank to determine chlorine levels, and record. | Monthly |  |  |
|  | Starting with the furthest point and working through the building, identify all outlets to be flushed including: -   * All tap outlets * Fixed shower heads * Flexible shower heads * Baths * Outlets in communal areas * Other outlets (e.g. tanks, water coolers, bib taps) | Daily |  |  |
|  | Starting at the furthest point outlets, flush these outlets through for several minutes (at least 5 minutes) until the temperature stabilises and is comparable to the water supply. In each washroom/toilet this would be:-   * The flexible shower head * The fixed shower head * The tap   Only 1 room should be flushed at a time. The user shall ensure that on mixer taps, both hot and cold water is being flushed. | Daily |  |  |
|  | Purge to drain immediately without release of aerosols | Daily |  |  |
|  | Repeat procedure for the next room/outlets branched off the main pipework run until the whole half of the building on that floor is completed (the last outlet flushed should be in the room furthest away from the central riser) | Daily |  |  |
|  | Repeat for the opposite half on the second floor | Daily |  |  |
|  | Repeat on the first floor and then ground floor, ensuring items such as the supply to the greywater tank and bin store tank. | Daily |  |  |
|  | If the CDU is operational at the time of flushing, tests of the chlorine levels should also be completed and recorded in rooms (4 per wing) to confirm adequate distribution to terminal outlets. Levels must be recorded. If chlorine dosing is manual, levels must be topped up after each wing on each floor. | Monthly |  |  |
| **Phase 3** |  |  |  |  |
|  | Complete site log sheet, including dates and signatures | Daily |  |  |
|  | Ensure the log sheet is filed in the correct location on site | Daily |  |  |
|  | Any defects that require urgent attention are to be reported directly to the responsible site engineer. *Log sheets are retained on site* | Daily |  |  |
|  | Prepare a domestic water service report on final completion of the works on site. Service report must be signed by the Contractor representative and the responsible site engineer. | Daily |  |  |
|  | Sign out in accordance with site procedures. Return any keys that may have been used. | Daily |  |  |