## **Weekly Tasks Running or flushing of Outlets**

Date	Area	Outlet Hot or cold/ blended	Comments	Signature

Please run weekly for several minutes, preferably Monday morning prior to the start of school outlets that are little used. This would be a tap, toilet, shower or perhaps a hose tap. Most or all outlets will be little used during holiday periods, extra care should be taken prior to school opening after a break.

## **Quarterly Tasks**

## **Cleaning & Disinfection of Showers / Spray tap inserts**

Date	Area	Comments	Print name	Signature	

## Monthly temperature profiles

Date	Area/ Room No	Outlet description	Temperature °C HOT / COLD		Mixer Valve	Comments	Initial
			°C	°C	°C		
			°C	°C	°C		
			°C	°C	°C		
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			°C	°C	°C		
			°C	°C	°C		

When taking hot water temperatures, please ensure you run the hot tap for one minute and achieve 50°C or above.

Blended outlet may need up to 2 minutes and should be 38°C to 43°C maximum.

Cold water should be run for 2 minutes and be below 20°C.