



TITLE: DRINKING WATER FLUSHING AND RECORD KEEPING

DEPARTMENT: FACILITES

EFFECTIVE DATE: MARCH 1, 2017

NAME OF SITE: WEST VANCOUVER SCHOOLS

REVISED DATE: _____

I. PURPOSE AND SCOPE

To provide an effective system of reducing lead exposure in the drinking water by regular flushing. Provide a written record of date, time and the person responsible to perform the task.

II. PROCEDURE:

- 1) All drinking water flushing must be completed daily in the morning before the school open for the day
- 2) Locate the end of branch tap, see diagram of your school plumbing. These taps should be flushed for 5 minutes or until the water from the cold water tap turns cold, whichever is shorter
- 3) After flushing the end of branch tap, flush the remaining drinking water taps that are non-filtered and work your way into the end branch. Flush cold water tap for 5 minutes or until the water turns cold, whichever is shorter.
- 4) Record your daily flushing procedure on the form provide in your binder.
- 5) Keep this record and submit to your supervisor a copy of this form quarterly.

III. REFERENCES

- 1) Vancouver Coastal Health

Procedure Approval

Insert Name and Date	
Insert Job Title	