



SUPERIOR NORTH CATHOLIC District School Board

MEMORANDUM

TO: Principals, Custodians
FROM: Andrew Cotter, Manager of Operations
DATE: January 14, 2003
SUBJECT: **Daily Water Line Flushing - Procedures**

This bound book is for recording daily water flushing activities in our schools and daycare facilities. Ensure water lines are flushed and recorded daily. Use the following procedures as outlined under regulation 173/03 of the Ontario Safe Drinking Water Act, 2002. (attached)

- 1. Flush drinking water lines daily before staff and students arrive.**
- 2. Flush the line furthest from your service main first and work your way back.**
- 3. Only water lines used for drinking need be flushed e.g. staff room, fountains.**
- 4. Continue Flushing lines until water temperature stabilizes.**
- 5. Record this daily in your logbook and make available for a Public Health Inspector.**

This logbook record must be kept for a minimum of five years. Pages are numbered and must not be removed. Please use the example layout on page one for all other pages.

Thank you for your anticipated cooperation in this matter.

Andrew Cotter
Manager of Operations