Water Safety Plan for Building

(Direct Water Supply Building)

**Part A**

**General Description of the Building**

| **Item** | **Details** |
| --- | --- |
| **Publication Date of WSP** | Publication Date: |
| **Person responsible for this WSP** | Name:  Position: |
| **Contacts of DP** | Telephone:  Email: |
| **Name of Building** |  |
| **Address of Building** |  |
| **Building Management Agent**  **(if applicable)** |  |
| **No. of Blocks** |  |
| **No. of Flats** |  |
| **No. of Residents/Users** |  |

**Part B**

**Routine Checklist for the Building on Direct Water Supply only**

**Table 1. Routine checking/inspection by the Designated Person**

*Name of block :* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Location** | **Frequency** | **Item to check/action to be completed/target to be achieved** | **Observations** | **Action completed**  **[sign and date]** | **Corrective action to take**  **if target is not achieved** | **Corrective action completed**  **[sign and date]** |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Pipes, joints and fittings | Every 3 months | No leak in pipes, joints or fittings |  |  | Replace or repair leaking pipes/joints |  |
| In response to complaints (if applicable) | i. Fully open the tap to flush away stagnant water until clear, colourless, tasteless and odourless. The flushing period is typically about 2 minutes or longer for larger systems.  ii. Advise WSD if more than 1 user involved. |  |  | Advise WSD if problem persists |  |
| 1. For individual residents or on notice boards | Every 3 months or  as required | Provides following notifications/advice, if appropriate, to residents/water users on notice board or by post:   1. Flush taps after long stagnation, e.g. over weekend or long holiday[[1]](#footnote-2) 2. Do not take water from hot water tap for drinking water purpose 3. Use compliant plumbing components[[2]](#footnote-3) 4. Notify residents of any scheduled/non-scheduled suspension of water supply and flushing their taps for at least 2 minutes before use upon resumption of water supply 5. Follow WSD’s instructions when carrying out plumbing modifications 6. Maintain filters, wall-mounted dispensers or other POU devices (where applicable) in accordance with supplier’s instructions, e.g. replacement of filter cartridges 7. Refer to WSD’s “Water Use Tips” if needed[[3]](#footnote-4) 8. Maintain hot water storage devices of residential care home for the elderly (if present) and confirm that the devices operate at 60°C or above (Caution: To prevent accidental scalding, the hot water temperature at the tap outlets should not be higher than 43°C). |  |  | Update any notification or advice on plumbing and inside services |  |

*Checklist prepared by:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Post)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)

1. Typical flushing advice is available via: <http://www.wsd.gov.hk/filemanager/en/share/pdf/tips_to_reduce_lead_intake_e.pdf> [↑](#footnote-ref-2)
2. A directory of approved plumbing components is available via: [http://www.wsd.gov.hk/en/plumbing-engineering/pipes-and-fittings-to-be-used-in-inside-service-or/index.html](file:///C:\Users\ch_wspb\Desktop\Anlea\CONSULTANCY\WSPB\TEMPLATE%20REVIEW\e%20Heath%20advice%20of%20Department%20of%20Health%20is%20available%20via:%20https:\www.chp.gov.hk\files\pdf\guidelines_on_use_of_drink_fountain_public.pdf) [↑](#footnote-ref-3)
3. WSD’s “Water Use Tips” is available via: <https://www.wsd.gov.hk/en/core-businesses/water-quality/water-use-tips/index.html> [↑](#footnote-ref-4)