

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	
2. 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: i. Flush taps after long stagnation, e.g. over weekend or long holiday ¹ ii. Do not take water from hot water tap for drinking water purpose iii. Use compliant plumbing components ² iv. 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 v. Follow WSD's instructions when carrying out plumbing modifications vi. Maintain filters, wall-mounted dispensers or other POU devices (where applicable) in accordance with supplier's instructions, e.g. replacement of filter cartridges vii. Refer to WSD's "Water Use Tips" if needed ³ viii. 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

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>

³ WSD's "Water Use Tips" is available via: <https://www.wsd.gov.hk/en/core-businesses/water-quality/water-use-tips/index.html>