**Appendix 1**

**Management of Equipment Identified as Having a Legionella hazard**

This is the state of play as date of approval. The aspiration is to have a single source of truth for all records, and the University will work towards that over the coming year.As this is achieved, the procedure will be updated

February 2024

| **System/Service** | **Task** | **Frequency** | **Managed by** | **Recorded on** |
| --- | --- | --- | --- | --- |
| **Hot and Cold Water Services** |  |  |  |  |
|  | Flushing of little used outlets within residencies (as identified by residential team) | Weekly | * ECS
 | Paper records/kept in mechanical office |
|  | Flushing of little used outlets within academic buildings | Weekly | * CSA
 | Google spreadsheet managed by Campus Services |
|  | Void flushing within residencies (Summer, Christmas and Easter)  | Weekly | * Contractor
 | Contractor portal |
| Hot Water Services | Check flow and return temperatures on calorifiers/direct storage water heaters | Monthly | * ECS Team
* Contractor
 | Contractor portal and Google spreadsheet managed by Campus Services |
| Visual check on internal surfaces of calorifiers/DSWHs for scale and sludge.  | Annually | * ECS team
* Contractor
 | PPM report |
| Inspect the condition and monitor temperatures of water heater header tanks.  | Annually | * ECS team
* Contractor
 | Contractor portal |
| Check water temperature up to one minute to see if it has reached 50°C in the sentinel taps | Monthly | * ECS team
* Contractor
 | Contractor portal |
| Check representative taps for temperature as above on a rotational basis | Annually | * ECS team
* Contractor
 | Contractor portal |
| Cold Water Services | Check tank water temperature remote from ball valve and mains temperature at ball valve. Note maximum temperatures recorded by fixed max/min thermometers where fitted. | Monthly | * ECS
* Contractor
 | Contractor portal |
| Check that temperature is below 20°C after running the water for up to two minutes in the sentinel taps. | At least monthly | Contractor portal/report  |
| Visually inspect cold water storage tanks and carry out remedial work where necessary. | Annually | Contractor report |
| Shower Heads | Dismantle, clean and descale shower heads and hoses | Quarterly | Contractor | Contractor report, Cranfield record sheet |
| Little Used Outlets, including taps in LEVs | Flush through and purge to drain, or purge to drain immediately before use, without release of aerosols. | At least monthly | * Communal areas - ECS team
* Within laboratory - Laboratory manager
 | TBC |
| TBC |

**Other Legionella Risk Systems**

The University does not have any cooling towers or operational hose reels. The following are examples of systems that should be included, together with suggested controls:

* Sprinklers and hose reel systems: Consider regular draining and replenishing of the water, particularly if connected to the mains water system. When testing, ensure aerosol generation is minimised.
* Water Softeners: Clean and disinfect resin and brine tanks as directed by the manufacturer.
* Lathe and machine tool coolant systems: Clean and disinfect storage and distribution of coolant systems as directed by the manufacturer.

| **System/Service** | **Task** | **Frequency** | **Managed by** | **Recorded on** |
| --- | --- | --- | --- | --- |
| Spray Humidifiers | Clean and disinfect spray humidifiers and make-up tanks, including all wetted surfaces, descaling as necessary | Monthly | BAM | PPM report |
| Emergency showers, eyebaths and face-wash fountains | Flush through and purge to drain ensuring three to five times the volume of water in the stagnant zone is drawn off | At least monthly | Faculty | Logbook (TBC) |
| Water Tank fed units require the tank cleaning and sanitising | Six Monthly | Contractor | Contractor report |
| Clean and disinfect shower heads, nozzles, roses, Y strainers,  | Quarterly | Contractor | Contractor report |
| Misting systems | Clean and disinfect distribution pipework, spray heads and make-up tanks including all wetted surfaces, descaling as necessary | Quarterly | Contractor | Contractor report |
| Spray outlets | Clean and disinfection of spray outlets (Taps) | Quarterly |  |   |
| TMV  | Maintenance and servicing | Annually |   |   |