

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

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	<ul style="list-style-type: none"> ECS 	Paper records/kept in mechanical office
	Flushing of little used outlets within academic buildings	Weekly	<ul style="list-style-type: none"> CSA 	Google spreadsheet managed by Campus Services
	Void flushing within residencies (Summer, Christmas and Easter)	Weekly	<ul style="list-style-type: none"> Contractor 	Contractor portal
Hot Water Services	Check flow and return temperatures on calorifiers/direct storage water heaters	Monthly	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> ECS team Contractor 	PPM report
	Inspect the condition and monitor temperatures of water heater header tanks.	Annually	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> ECS team Contractor 	Contractor portal
	Check representative taps for temperature as above on a rotational basis	Annually	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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. Intermittent spot checks by university to identify if more frequent cleansing required.	Six Monthly	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	<ul style="list-style-type: none"> 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	Annually	Contractor	Contractor report
	Clean and disinfect shower heads, nozzles, roses, Y strainers,	Quarterly	Contractor	Contractor report

System/Service	Task	Frequency	Managed by	Recorded on
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		