

## **INFORMATION GUIDE FOR FLUSHING OF DRINKING WATER TAPS 2019**

### **WHY FLUSH WATER PIPES?**

It will ensure that any stagnant water or possible contaminants that may have accumulated over extended periods of non-use are removed from the school/facility's drinking water pipes.

### **WHAT SCHOOLS OR FACILITIES NEED TO FLUSH WATER PIPES?**

All schools and education facilities that have an active student population, such as schools, residential colleges, off-site kindergartens, community kindergartens, education support centres or schools, agricultural colleges and behavioral centres.

### **WHEN TO FLUSH**

On **Friday, 1 February 2019 before 12.00 noon**. This process cannot occur prior to the Friday as the flush needs to occur within three days of students returning to school to be effective.

An automated email notification system will send a reminder to principals and manager corporate services of the impending deadline on **Wednesday, 30 January 2019**.

A second reminder will be sent at **8.00am on Friday, 1 February 2019**.

### **STAFF ON SITE BEFORE THE FLUSH**

Those staff who are on site before the scheduled flush on Friday, 1 February 2019 are advised to flush any drinking water taps for two minutes before use. The school or facility is still required to flush all drinking water taps/fountains on the directed date.

### **WHAT IS THE FLUSHING PROCEDURE?**

Refer to the information on [Ikon](#).

### **WHAT DO I FLUSH?**

All outlets that are designated for drinking. This includes, but is not limited to drinking taps and fountains, taps in food preparation areas and taps in staff rooms.

### **HOW LONG DO I FLUSH?**

The flushing of each tap needs to be at least 3 to 4 minutes long.

### **WHO CAN CERTIFY?**

The principal or the principal's delegate (e.g. manager corporate services). This needs to occur by Friday 1 February before 12.00 noon.

### **DO I KEEP A RECORD?**

At the completion of the flush, the principal or delegated officer is required to complete the [Water Outlet Register](#).

There is no requirement to forward this register to central office but it is an official activity record that will need to be kept by the school or facility.

### **WHO CAN I TALK TO IF I HAVE QUESTIONS?**

Additional information is being developed and will be placed on Ikon soon to support schools and facilities in this process.

Should you have any questions or require further clarification on this matter, please contact Peter Frantom by phone on 9264 4870 or email [water.mgmt@education.wa.edu.au](mailto:water.mgmt@education.wa.edu.au).