

Checklist on Flushing Water Tank Cleansing and Plumbing Inspection

(This form can be used for more than one building)

A. Name of Building(s) inspected

B. Source of Flushing Supply (Please indicate the flushing water supply source by checking ONE of the boxes listed below):

- Sea (Salt) water supplied by the Water Authority
- Temporary mains fresh water for flushing supplied by the Water Authority
- Sea (Salt) water supplied by own private source
- Well water supplied by own private source
- Others, please specify: _____

C. Cleansing of Flushing Water Tanks

Name of building(s)	Date of last 2 inspections		No. of flushing water tanks cleansed	Name of person / agent cleansing the flushing water tanks
	Date 1	Date 2		

Please attach documentary support on the frequency of cleansing with dates. (e.g. copies of signed completion certificates or confined space – Permit-to-Work Certificates, which show the locations and dates of cleansing and signatures of competent persons).

Any notification served to the affected consumers? Yes / No*

Any complaint caused by cleansing? Yes / No*

If yes, actions taken to handle complaints:

Actions taken to prevent future complaints:

D. Inspection of Plumbing related to Flushing Water Supply¹

Name of building(s)	No. of flushing water tanks / pumps inspected		Communal riser / downfeed (✓ / ✗)		Date of last 3 inspections		
	tanks	pumps	riser	downfeed	Date 1	Date 2	Date 3

Total no. of inspections in the past 12 months: _____

Name of Licensed Plumber / Building Services Engineer** / Building Surveyor** employed for inspection: _____

(Plumber’s licence / Membership no., if applicable)

Documentary support for the inspection results shall be submitted in the format as shown on Table 1 of page 3.

** please delete whichever not applicable.*

¹ Alternatively, the applicant may select to provide the following information/document that indicate the buildings under application are administered by a robust maintenance system (instead of filling in Part D and Table 1 of this form and submitting the document under item 3 of Part E of Form C) for WSD’s consideration:

- the names of the cluster of buildings under application;
- the composition and strength of the responsible maintenance team with adequate in-house qualified professionals and technical staff responsible for the concerned buildings;
- a copy of the maintenance contract;
- the mechanism in handling routine tasks and emergencies; and
- the relevant performance pledge/targets with respective statistics in the previous 12 months from the submission date of application

** Submission of proof of relevant qualifications is required.

Table 1: Inspection Results (use additional pages if necessary)

Date(s) of inspection: _____

Component	Action	Findings (✓ / ✗)			Follow up actions to be taken
		Name(s) of building(s)			
Flushing water pipe (from connection point, communal riser to communal downfeed)	Is there any leakage?				
	Is there any serious corrosion to cause discolouration?				
Pump	Is the pump(s) functioning properly?				
	Is there any sign of corrosion?				
Filter if installed	Is it installed for supply from a flushing water tank?				
	Is it maintained with replacement of filter cartridge in accordance to the instruction given by the supplier?				
Flushing water tanks	Is the flushing water dirty?				
	Are the tanks dirty?				
	Is there any cross connection between the flushing water tank and the fresh / fire service water tank?				
	Are the metallic components susceptible to corrosion?				
	Is there any sign of corrosion?				
	Are the overflow and warning pipes functioning and free from obstructions?				
	Are the access manholes provided with raised necks?				
	Are the access manhole covers sealed and locked?				
Y-Strainer/ Strainer (s) if installed	Are the strainers functioning properly?				
	Is there any damage or leakage found at the strainers?				
	If considered necessary, clean the strainers in accordance with the procedures given by the suppliers.				

Inspected by: _____ (Plumber’s Licence / Membership no., if applicable)