

**Checklist on Tank Cleaning,
Water Quality Examination and
Plumbing Inspection**

(Can be used for more than 1 building)

A. Name of Building(s) Inspected

B. Cleaning of Water Tanks

Building(s)	Date of last 3 inspections			No. of water tanks cleaned	Name of person or agent cleaning the water tanks
	Date 1	Date 2	Date 3		

Please attach documentary support on the frequency of cleaning with dates.

Any notification served to the affected consumers? Yes / No

Any complaint caused by cleaning? Yes / No

If yes, actions taken to handle complaints:

Actions taken to prevent future complaints:

C. Water Quality Examination

The purpose of the water quality examination is to check whether or not there is any deterioration in the conditions of the plumbing that cause water quality problem. As a guideline, **at least one sample** for physical and chemical analysis and another one for

bacteriological analysis shall be taken from a randomly selected tap supplied from each water tank of **each building**. The samples shall be taken by an independent body competent of taking water samples in a manner following the Water Supplies Department standard procedure (see page 5).

(C.1) Sampling

Date of sampling: _____

Samples taken by: _____

(C.2) Testing

Date of testing: _____

Names of laboratories (Note 1 Table 1 in page 3) employed for testing samples:

Testing Results

Please complete Table 1 in page 3 and attach documentary support on the testing results.

D. Inspection of Plumbing Related to Water Quality

Buildings	No. water tanks/pumps inspected		Communal riser or downfeed (Yes / No)		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 or Building Services Surveyor/Engineer employed for inspection: _____

Documentary support for the inspection results shall be submitted in the format as shown on Table 2 of page 4.

Table 1 : Samples Test Results

			Parameters					E. Coli (note 1)	Total Coliform (note 1)
			pH	Color	Turbidity	Conduct- ivity	Iron		
Unit				TCU	NTU	µS/cm	mg/l	Count / 100ml	Count / 100ml
Acceptable Limits			6.5 – 9.5	15	3	800	0.3	0	0
Method Detection Limit/Range			1.0 – 14.0	5	0.1	2	0.01	0	0
Sample(s) Details (Building , No. of samples and location taken)			Sample test results						
Building(s)	Nos.	Location							

Note 1: The E. coli and Total Coliform tests shall be performed by an accredited laboratory. The other tests may be carried out by some other laboratories.

An accredited laboratory means a laboratory accredited under the Hong Kong Laboratory Accreditation Scheme (HOKLAS) or equivalent to perform objective testing within the scope of the Scheme and meets the HOKLAS or equivalent criteria of competence. HOKLAS publishes a Directory of Accredited Laboratories and has an updated Internet version at <http://www.itc.gov.hk/en/quality/hkas/hoklas/directory/et.htm>.

Table 2 : Inspection Results: (use additional page if necessary)

Date(s) of Inspection: _____ Building(s) Inspected : _____

Component	Action	Finding (✓/✗)			Follow up Actions to be Taken
		Name of Building(s)			
Water Pipe (from connection point, communal riser to communal downfeed) and Pump	Is there any leakage?				
	Is there any serious corrosion to cause discolouration?				
Filter if installed	Is it installed for supply from a water tank?				
	Is it maintained with replacement of filter cartridge in accordance to the instruction given by the supplier?				
Water Tanks	Is the water dirty?				
	Are the tanks dirty?				
	Is there any cross connection between the fresh water storage tank and the flushing or 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 double-sealed and locked?					

Inspected by: _____

Quality Water Recognition Scheme for Buildings

Sampling for Water Quality Examination

Samples of drinking water for physical, chemical and bacteriological examinations under the above scheme shall be collected, preserved and handled using the standard techniques such as those listed below:-

Standard Technique	Sections to be followed
ISO 5667 Water Quality – Sampling ^[1]	Part 2: Guidance on sampling techniques
	Part 3: Guidance on the preservation and handling of samples
	Part 5: Guidance on sampling of drinking water and water used for food and beverage processing
WHO – Guidelines for drinking-water quality 2 nd Edition Volume 3 ^[2]	Annex 4 Sampling methods for bacteriological testing
APHA Standard Methods for the Examination of Water and Wastewater 20 th Edition ^[3]	Section 1060 Collection and Preservation of Samples

Notes:

- [1] International Standard ISO 5667-2, 3 and 5 Water Quality – Sampling, International Organization for Standardization, Geneva, Switzerland.
- [2] Guidelines for drinking-water quality 2nd Edition Volume 3, World Health Organization, Geneva, 1997
- [3] Standard Methods for the Examination of Water and Wastewater, 20th Edition, 1998, American Public Health Association, American Water Works Association and Water Environment Federation.