



總部 Headquarters

香港灣仔告士打道七號入境事務大樓 48 樓

48/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong

本署檔號 : (1) in WSD 3318/50 Pt. 7
Our ref.
來函檔號 :
Your ref.

電話 : 2829 4355
Tel.
傳真 : 2824 0578
Fax.

6 September 2018

Distribution: To all Licensed Plumbers and Authorized Persons

Dear Sirs,

**Addendum to Circular Letter No. 9/2017
New Commissioning Requirements for New Plumbing Works
Revised Systematic Flushing Record Form for New Buildings**

Under the Water Supplies Department (WSD) Circular Letter No. 9/2017, the responsible Licensed Plumber (LP) is required to carry out systematic flushing for newly installed plumbing works and submit the systematic flushing record (Annex II of WSD Circular Letter No. 9/2017) to the Water Authority. Given the more complex nature of the systematic flushing work for new buildings, a more detailed flushing record is required. For new buildings with Form WWO 46 Part IV submitted on or after 15 October 2018, the revised systematic flushing record form enclosed in this addendum should be used. The WSD has consulted the Technical Committee on Plumbing on this revision. The revised systematic flushing record form is **not** applicable to village houses. The original Annex II of WSD Circular Letter No. 9/2017 should continue to be used for new plumbing works in village houses

2. LPs should note the followings when carrying out systematic flushing:
- (i) All drinking water taps of newly installed inside service should be thoroughly flushed throughout the systematic flushing cycles.
 - (ii) All strainers, if installed at the drinking water taps, must be removed before carrying out systematic flushing.

Enquiry

3. Should you have any enquiry, please contact our Engineer/Technical Support (4) at telephone no. 3428 5814.

Yours faithfully

(Original signed)

(CHAN Chung-kun)

for Water Authority

Encl.

(with Chinese translation)

c.c.

Housing Department (Attn: SM/QM)

Buildings Department

Architectural Services Department

Fire Services Department

The Hong Kong Housing Society

The Hong Kong Institute of Architects

The Hong Kong Institution of Engineers

The Hong Kong Institute of Surveyors

The Chartered Institute of Plumbing and Heating Engineering - Hong Kong Council

Hong Kong Plumbing and Sanitary Ware Trade Association Ltd.

Hong Kong Licensed Plumbing Professionals Association Ltd.

Hong Kong Plumbing General Union

Hong Kong Water Works Professionals Association Ltd.

The Hong Kong Institution of Plumbing and Drainage Ltd.

Plumbing Technology Student Association

The Association of Registered Fire Service Installation Contractors of Hong Kong Ltd

The Real Estate Developers Association of Hong Kong

Hong Kong Institute of Vocational Education

Construction Industry Council

Hong Kong Construction Association, Ltd

Hong Kong General Building Contractors Association Ltd

The Hong Kong Federation of Electrical & Mechanical Contractors Ltd

Contractor's Authorised Signatory Association Ltd

Registered Minor Works Contractor Signatory Association Ltd

Hong Kong Registered Contractors Association Company Ltd

Building Services Operation and Maintenance Executives Society

The Hong Kong Air Conditioning and Refrigeration Association Ltd

Hong Kong Licensed Plumbers Union Limited

Li Ka Shing Institute of Professional and Continuing Education, The Open University of Hong Kong

The Association of Electrical and Mechanical Engineering (Hong Kong) Ltd

Record of Systematic Flushing for New Building

(One record is required for each floor)

ASN: _____

Location of new plumbing works: _____

Systematic Flushing has been carried out at the above-mentioned plumbing works as follows:

Floor	Cycle	Date	Steps	Start Time	End Time
	1		Thoroughly flush at all drinking water tap(s)		
			Water stagnation for at least 3 hours		
			Thoroughly flush at all drinking water tap(s) again		
			Overnight water stagnation for at least 12 hours		
	2		Thoroughly flush at all drinking water tap(s)		
			Water stagnation for at least 3 hours		
			Thoroughly flush at all drinking water tap(s) again		
			Overnight water stagnation for at least 12 hours		
	3		Thoroughly flush at all drinking water tap(s)		
			Water stagnation for at least 3 hours		
			Thoroughly flush at all drinking water tap(s) again		
			Overnight water stagnation for at least 12 hours		
-			Final thorough flushing at all drinking water tap(s) after three cycles of systematic flushing		

LP should note that all strainers, if installed at drinking water taps, must be removed before carrying out systematic flushing.

Record of additional systematic flushing before re-testing (if applicable):

Floor	Cycle	Date	Steps	Start Time	End Time
	-		Thoroughly flush at drinking water tap(s)		
			Water stagnation for at least 3 hours		
			Thoroughly flush at drinking water tap(s) again		
			Overnight water stagnation for at least 12 hours		
	-			Final thorough flushing at drinking water tap(s) after additional cycle of systematic flushing	

The records of water meter readings at the above-mentioned floor are detailed as follows: (only record readings before and after completion of all systematic flushing cycles)

Meter No.							
Reading before start of systematic flushing							
Reading after end of systematic flushing							
Meter No.							
Reading before start of systematic flushing							
Reading after end of systematic flushing							
Meter No.							
Reading before start of systematic flushing							
Reading after end of systematic flushing							

Signature of Licensed Plumber (LP)

Name in full

LP's License No.

Date