

Drinking Water Safety Plan Template for General Buildings in Hong Kong*

for the application of Quality Water Supply Scheme for Buildings – Fresh Water (Management System)



Water Supplies Department

Hong Kong Special Administrative Region Government

* This template is applicable to general buildings such as residential or office buildings

Annex I – Template for General Buildings

Explanatory Notes:

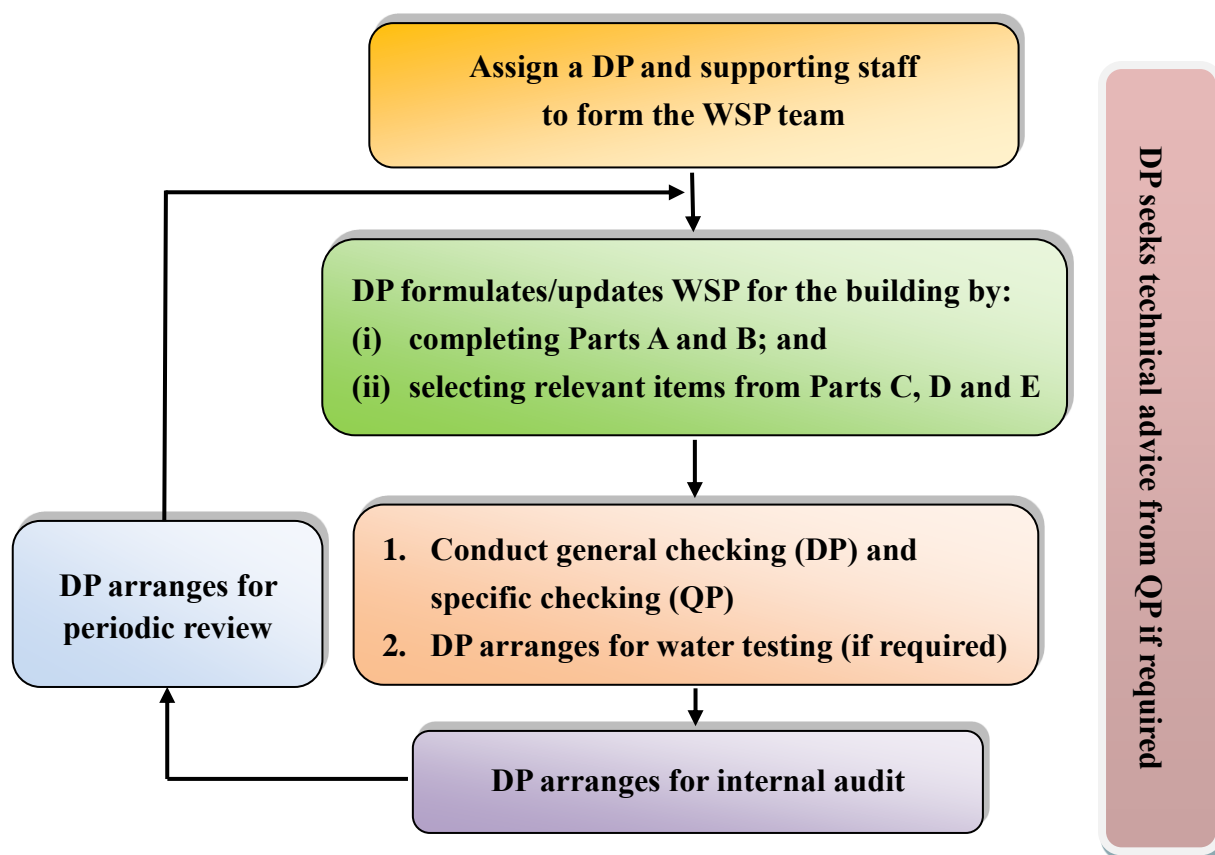
1. This template is prepared based on recommendations of the World Health Organization (WHO) to assist the owner or property management agent of a general building (e.g. residential or office buildings) to develop and implement Water Safety Plan (WSP) to enhance water safety. It covers the essential elements of WSPs and common requirements applicable to plumbing layout of general buildings. The template comprises the following components:
 - Introduction
 - Part A – General Description of the Building
 - Part B – Water Supply Flow Diagrams
 - Part C – Risk Assessment Summary Table for the Building
 - Part D – Routine Water Safety Checklist for the Building (Based on **Components** of Checking)
 - Part E – Routine Water Safety Checklist for the Building (Based on **Persons** Responsible for Conducting Checking)
2. A Designated Person (DP) should be assigned by the owner or property management agent to oversee the development and implementation of the WSP. DP can be a person familiar with the operations of the building, e.g. the property management officer. DP should be supported by other administrative, maintenance or technical staff to form a WSP team. If required, DP may seek technical advice from a Qualified Person (QP) (such as a Licensed Plumber (LP)) for the development and implementation of the WSP.¹
3. DP should complete Parts A and B as far as possible with the support from the WSP team members. He/She should then review Part C and select those items applicable to the building. For instance, items related to water storage tanks are not relevant to a building without such tanks. DP should similarly select relevant items in Part D and Part E² to form a water safety checklist.
4. DP should perform general routine checking duties and engage QP to conduct specific routine checking according to the checklist.

¹ If necessary, DP may engage relevant consultants to provide technical support. Lists of QPs and consultants trained in WSP for buildings are available from the Water Supplies Department's website (<https://www.wsd.gov.hk/en/water-safety/qualified-persons/index.html>).

² Parts D and E contain the same checking items listed out in different formats

Annex I – Template for General Buildings

5. Water testing is normally not required for a general building under WSP. Please see Section 4.16 of the Guidelines for details.
6. DP should arrange an internal audit at least once every two years. The auditor can be an internal staff or independent party who is not involved in the implementation of WSP. Among other aspects, the auditor should check whether (i) the WSP is up to date and generally accurate; (ii) conditions of the plumbing components tally with the checking records; (iii) staff are trained and competent to carry out the routine checking; and (iv) the documents and records are complete. Inspection of records and plumbing components by sampling should normally be sufficient.
7. DP should also arrange a periodic review at least once every two years and following major modifications of the plumbing systems for updating of the WSP as well as addressing the audit findings and other improvements, where applicable. Discussion over the WSP in a scheduled staff meeting with records can serve the purpose.
8. The steps for the development and implementation of WSP for a general building are summarised in the following figure.



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Water Safety Plan

for <Name of Building>

Insert a photograph of the building here

<Name of Property Management Company>

<Month Year (of issuing)>

Version No.: _____

Holder: _____

Prepared by: _____ (Name)

_____ (Post)

Contents

Section	Page
Introduction	1
Part A General Description of the Building	3
Part B Water Supply Flow Diagrams	5
1 Water supply flow diagram for an individual block	
2 Water supply flow diagram for individual floor or household	
Part C Risk Assessment Summary Table for the Building	9
Part D Routine Water Safety Checklist for the Building (Based on Components of Checking)	10
Part E Routine Water Safety Checklist for the Building (Based on Persons Responsible for Conducting Checking)	12
Table I. Routine checking/inspection by the Designated Person (such as the Property Management Officer)	
Table II. Routine checking/inspection by the Qualified Person (such as a Licensed Plumber)	

Introduction

1. Water Safety Plan (WSP) was introduced by the World Health Organization (WHO) in 2004 as an effective means of consistently ensuring safety of drinking water supply through risk assessment and risk management.
2. Based on WHO's recommendations, this plan contains the essential elements of WSP with a view to preventing contamination of drinking water in the inside service. The plan is composed of the following parts:
 - Part A – General Description of the Building
 - Part B – Water Supply Flow Diagrams
 - Part C – Risk Assessment Summary Table for the Building
 - Parts D and E – Routine Water Safety Checklist for the Building
3. Part A contains a brief description of the building's characteristics including the Designated Person (DP) assigned to oversee the development and implementation of the WSP.
4. Part B contains the schematic flow diagrams indicating the essential plumbing components of the building.
5. Part C contains a summary of risk assessment on the building's plumbing system.
6. Parts D and E are the routine water safety checklists summarising the checking duties undertaken by DP and Qualified Person (QP) based on the risk assessment.
7. DP performs the general checking duties and a QP is engaged to conduct specific checking according to the checklist.
8. DP arranges internal audits at least once every two years to verify effectiveness of the WSP.
9. DP periodically reviews the WSP at least once every two years and following major modifications of the plumbing systems.

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Part A
General Description of the Building

Item	Details
Publication Date and version of WSP	Publication Date: Version:
Person responsible for this WSP (Designated Person)³	Name: Position:
Contacts of DP	Telephone: Email:
Name of Building	
Address of Building	
Building Owner/ Owner's Organization	
Building Management Agent	
Building Maintenance Agent	
Lot Boundary (or Location Map⁴)	
No. of Blocks	
No. of Flats	
No. of Residents/Users	
Water connection notification or certificate references	<input type="checkbox"/> No <input type="checkbox"/> Yes, file ref. of notification or certificate ref. no. issued by the WSD:
Plumbing line diagrams ref. nos.⁵	<input type="checkbox"/> No <input type="checkbox"/> Yes, plumbing line diagrams ref. nos. :

³ It is recommended that a Designated Person (DP), such as the property management officer, be assigned to oversee implementation of the WSP

⁴ For instance, extracted from Geoinfo Map (<https://www.map.gov.hk>).

⁵ If not available, it is recommended that suitable drawings be created for the building

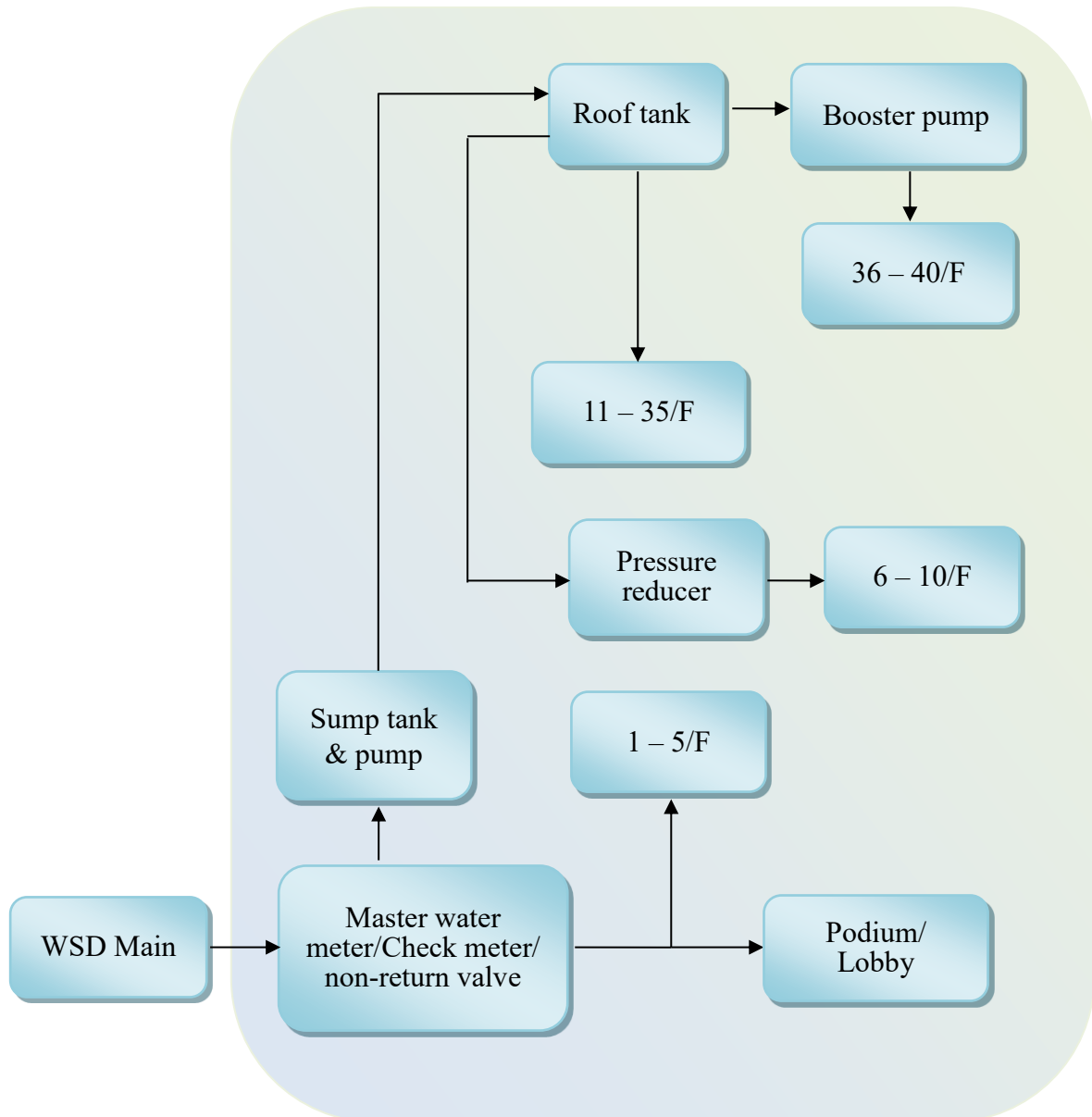
Item	Details
Types of water supply present on site (cross out or add items as appropriate)	(i) Potable water (ii) Seawater flushing water (iii) Air-conditioning cooling water (iv) Fire service water (v) Roof-harvested rainwater (vi) Process water (e.g. distilled or reverse-osmosis water for boiler) (vii) Recycled/reclaimed rainwater or sewage (viii) Other (please specify)
Water Quality Testing	<input type="checkbox"/> No <input type="checkbox"/> Yes (please provide the following information) Test parameters (this may refer to a separate schedule): Last testing on: Test report ref. no.: Next testing scheduled:
WSP audit⁶	The WSP audit frequency should not be lower than once every two years.

⁶ The auditor can be an internal staff or independent party who is not involved in the implementation of WSP. Preferably, the auditor shall have undergone training related to internal audit of quality management system

Part B
Water Supply Flow Diagrams
Based on as-built plumbing line diagrams ref. nos. xxxx (if applicable)⁷
(Illustrative Examples)

1. Water supply flow diagram for an individual block*

Name of block: _____



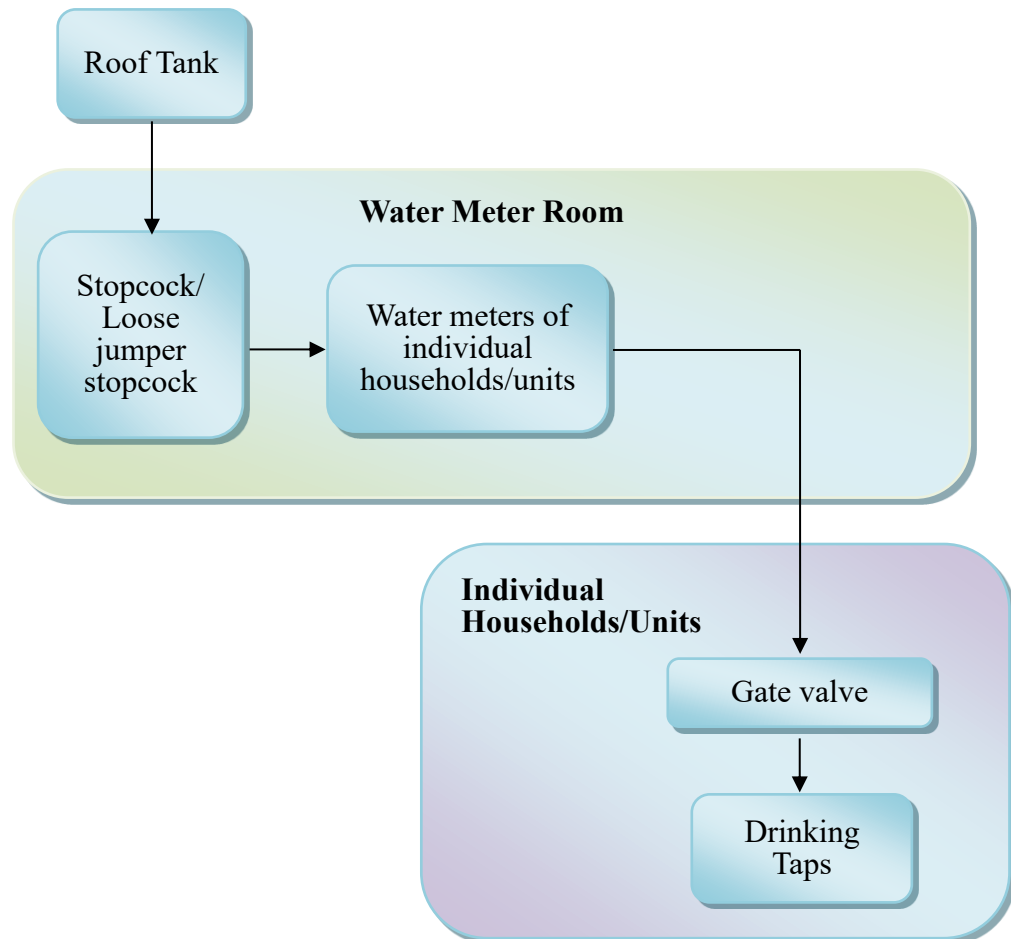
*Where applicable, indicate any communal taps, water dispensers, etc. for drinking or food preparation, e.g. “Drinking tap at pantry on 2/F”.

⁷ If the latest as-built drawings are not available, please indicate how the schematic diagrams are constructed, e.g. “Based on inspection undertaken by [name of QP] in [Month-Year].” (No need to indicate if prepared at time of conduct of risk assessment for Part C)

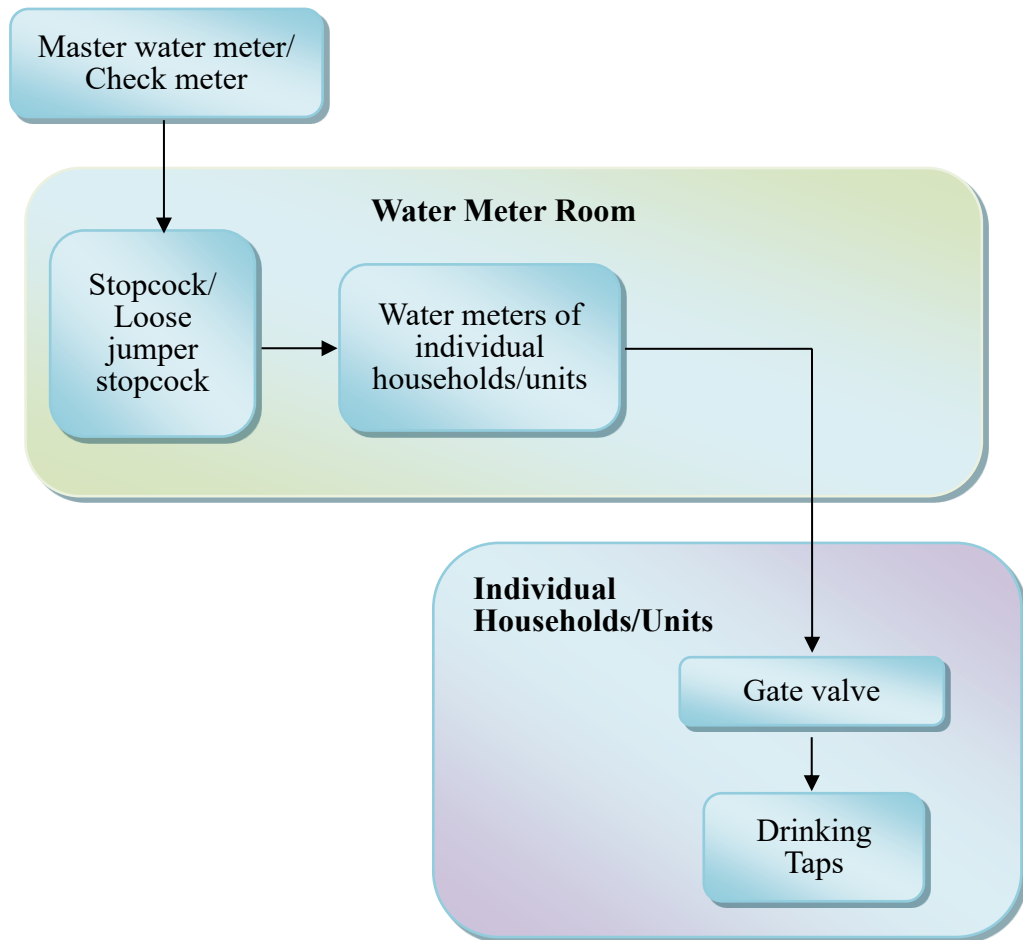
2. Water supply flow diagram for individual floor or household

Name of block: _____

For water supply to 6/F to 40/F:



For water supply to 1/F to 5/F:



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Part C
Risk Assessment Summary Table for the Building⁸

Name of block : _____

Hazards / Hazardous Events	Likelihood	Consequence	Risk	Recommended Control Measures	Recommended Monitoring Procedures
1. Stagnation of water leading to stale water with possible slime or biofilm formation.	Likely	Minor	Moderate	1. Minimise dead-legs in plumbing system 2. Respond to residents' complaints on water quality 3. Remind residents to flush idle or infrequently-used taps 4. Flushing before first occupancy and after major plumbing works as well as after prolonged periods of non-use 5. Install backflow prevention devices to prevent backflow of water from known dead-legs into the main water supply system where applicable	1. Carry out plumbing works following WSD's instructions and arrange for submissions and inspection as required. Maintain copies of the submitted documents (By DP and LP) 2. Check if residents have been reminded to flush idle or infrequently-used taps by posting, notice boards or other means (By DP) 3. Review and set up flushing programme with LP and conduct flushing of: a. known dead-legs (if present) b. idle or infrequently-used taps (if present) c. prior to first occupancy after building construction or plumbing modification d. in response to residents noticing water quality problems (By DP) 4. Inspect and maintain backflow prevention devices (By LP)
2. Stagnation combined with excessive warming (exceeding 25°C) of water leading to possible growth of pathogens to elevated levels.	Rare	Major	Low		
3. Excessive leaching of hazardous metals (e.g. lead, copper, cadmium, chromium, antimony, nickel, or iron from metal pipes or plasticisers from plastic pipes).	Likely	Moderate	High	1. Carry out plumbing works in accordance with WSD's instructions 2. Use plumbing materials approved by WSD 3. Remind residents to flush idle or infrequently-used taps	1. Engage LP to carry out plumbing works and arrange for submissions and inspection according to WSD's instructions. Maintain copies of the submitted documents (By DP) 2. Check if residents have been reminded to use WSD-approved plumbing materials for all new plumbing works and repair or replacement by posting, notice board or other means (By DP)
4. Ingress of hazardous organics (e.g. petrochemicals or paint strippers) through plastic pipes.	Likely	Moderate	High	4. Flushing before first occupancy and after major plumbing works as well as after prolonged periods of non-use 5. Install backflow prevention devices to prevent backflow of contaminated water into the main water supply system where applicable	3. Check if residents have been reminded to flush idle or infrequently-used taps by posting, notice boards or other means (By DP) 4. Review and set up flushing programme with LP and conduct flushing of: a. known dead-legs (if present) b. idle or infrequently-used taps (if present)

⁸Note:

- (i) A directory of approved plumbing components is available via: <http://www.wsd.gov.hk/en/plumbing-engineering/pipes-and-fittings-to-be-used-in-inside-service-or/index.html>
- (ii) DP refers to the Designated Person who oversees implementation of the WSP
- (iii) LP refers to Licensed Plumber as an example of those qualified professionals who are competent and engaged by DP to carry out the duties. LP is used as an example in the table primarily to enhance comprehensibility of users.
- (iv) Please see Part D for frequency of checking and corrective actions
- (v) Content of the table may be modified as appropriate subject to the building's risk assessment
- (vi) Tips for using wall-mounted dispensers are available via: http://www.wsd.gov.hk/filemanager/en/share/pdf/tips_for_using_wall_mounted_dispensers_e.pdf
- (vii) Please refer to WSD's "Technical Requirement for Plumbing Works in Buildings" for the requirements of installing backflow prevention devices for water dispensers (<https://www.wsd.gov.hk/en/plumbing-engineering/requirements-for-plumbing-installation/technical-requirements-for-plumging-works-in-bldgs/index.html>)
- (viii) Procedure for cleansing water tanks is available via: <https://www.wsd.gov.hk/en/faqs/index.html#12-205>. DP shall ensure that all rinsing water of the tanks is drained away before refilling with fresh water.

Hazards / Hazardous Events	Likelihood	Consequence	Risk	Recommended Control Measures	Recommended Monitoring Procedures
					c. prior to first occupancy after building construction or plumbing modification d. in response to residents noticing water quality problems (By DP) 5. Inspect and maintain backflow prevention devices (By LP)
5. Cross-connection between potable* and non-potable water supplies leading to unpleasant taste (e.g. saltiness), odours or hazardous substances (e.g. pathogens from non-potable water) entering the potable water system. * Potable water refers to water for drinking, food preparation and hygienic uses such as bathing, showering, hand washing, etc.	Rare	Major	Low	1. Carry out plumbing works according to WSD's instructions and avoid cross-connection in plumbing system 2. If applicable, set pump pressures so that the potable water is at higher pressure than all non-potable water (typically with the potable water system being at least 50 kPa above the non-potable water system pressure) to prevent non-potable water from flowing into the potable water 3. Retain as-built drawings and plumbing diagrams for all plumbing works and plumbing modifications following completion of works as far as practicable 4. Install backflow prevention devices to prevent backflow of non-potable water into the potable water supply system 5. Clearly differentiate potable and non-potable water pipes/tanks using labels/colours as far as practicable 6. Ensure potable water taps are not connected to the non-potable water system (if present)	1. Engage LP to carry out plumbing works and arrange for submissions and inspection according to WSD's instructions. Maintain copies of the submitted documents (By DP) 2. Set and check set points for pump pressure and pressure reducing valve (By LP) 3. Inspect and maintain water pumps (By DP and LP) 4. Regular inspection of roof tank levels (By DP) 5. Check if as-built plumbing drawings have been updated following plumbing works (By DP) 6. Inspect and maintain backflow prevention devices (By LP) 7. Check if potable and non-potable pipes/tanks have been differentiated with labels/colours (By DP and LP) 8. Check if labels/colour markings on potable and non-potable water pipes/tanks are intact (where applicable) (By DP) 9. Conduct flow tests after construction or modifications of plumbing system to demonstrate that potable water are not connected to the non-potable water system (where applicable) (By DP and LP)
6. Ingress of contaminants due to pipe breaks, leakages or plumbing modifications and loss of water pressure leading to unpleasant taste, odours or hazardous substances entering the potable water system.	Rare	Major	Low	1. Carry out plumbing works in accordance with WSD's instructions 2. Maintain sufficient water pressure 3. Flush pipes and fittings to bring in clean water and flush out any possible contamination that may have entered via leaks following loss of water pressure 4. Repair and replace leaking pipes, joints or fittings	1. Engage LP to carry out plumbing works according to WSD's instructions (By DP) 2. Set and check set points for pump pressure, roof tank level and pressure reducing valve (By LP) 3. Inspect and maintain water pumps (By DP and LP) 4. Regular inspection of roof tank levels (By DP) 5. Ensure sufficient flushing after plumbing modifications or loss of water pressure (By DP and LP) 6. Inspection of inside service for leaks (By DP)
7. Backflow of hazardous substance into potable water system leading to unpleasant taste, odours or hazardous substances entering the potable water system.	Rare	Major	Low	1. Carry out plumbing works in accordance with WSD's instructions 2. Maintain sufficient water pressure 3. Install backflow prevention devices between the water supply plumbing and any possible connection to any potentially hazardous liquid to prevent backflow of contaminated water into the potable water supply system (where applicable)	1. Engage LP to carry out plumbing works and arrange for submissions and inspection according to WSD's instructions. Maintain copies of the submitted documents (By DP) 2. Set and check set points for pump pressure, roof tank level and pressure reducing valve (By LP) 3. Inspect and maintain water pumps (By DP and LP) 4. Regular inspection of roof tank levels (By DP) 5. Inspect and maintain backflow prevention devices (By LP)

Hazards / Hazardous Events	Likelihood	Consequence	Risk	Recommended Control Measures	Recommended Monitoring Procedures
8. Entry of hazardous substances into potable water tanks (sump tank or roof tank) leading to unpleasant tastes, odours or hazardous substances present in the potable water system.	Rare	Catastrophic	Low	<ol style="list-style-type: none"> 1. Ensure proper design, construction and maintenance of water storages such as sump and roof tanks 2. Keep sump and roof tank room (if available) locked 3. Keep sump and roof tank access hatch locked and secure 4. Prevent entry of birds, animals or insects into the water tanks by sealing all holes and protecting any vents and overflow pipes using gnaw-proof mesh 5. Ensure cleanliness of sump and roof tanks e.g. through DP inspecting and arranging cleansing of sump and roof tanks as required 6. Ensure no water and debris (leaves, twigs, etc.) accumulation on exposed tank roof and rainwater drains free from blockage 	<ol style="list-style-type: none"> 1. Engage LP to construct storage tanks and arrange for submissions and inspection according to WSD's instructions. Maintain copies of the submitted documents (By DP) 2. Inspect sump and roof tank rooms (if available) and tank covers (By DP) 3. Inspect air vents and overflow pipes of sump and roof tanks (By DP) 4. Inspect sump and roof tank interiors (By DP) 5. Arrange for regular cleansing of sump and roof tanks in accordance with WSD's instructions (By DP) 6. Inspect exposed tank and rainwater drains (By DP)
9. Alterations to plumbing by persons who are not properly authorised, licensed or trained leading to contamination of the water supply through a range of pathways	Likely	Moderate	High	<ol style="list-style-type: none"> 1. Carry out plumbing works in accordance with WSD's instructions 2. Use plumbing materials approved by WSD 3. Install backflow prevention devices between the water supply plumbing and any possible connection to any potentially hazardous liquid to prevent backflow of contaminated water into the potable water supply system (where applicable) 4. Clearly differentiate potable and non-potable water pipes/tanks using labels/colours as far as practicable 5. Provide advice to residents and owners about the importance of not carrying out inappropriate alterations to plumbing 	<ol style="list-style-type: none"> 1. Engage LP to carry out plumbing works and arrange for submissions and inspection according to WSD's instructions. Maintain copies of the submitted documents (By DP) 2. Check if residents have been reminded to use WSD-approved plumbing materials by posting, notice boards or other means (By DP) 3. Inspect and maintain backflow prevention devices (By LP) 4. Check if potable and non-potable pipes/tanks have been differentiated with labels/colours (By DP and LP) 5. Check if labels/colour markings on potable and non-potable water pipes/tanks are intact (where applicable) (By DP) 6. Check if residents have been reminded not to carry out inappropriate plumbing alterations by posting, notice boards or other means (By DP)
10. Contamination of drinking water due to inappropriate installation, operation or maintenance of POU devices fitted to drinking taps or connected to the water mains	Rare	Major	Low	<ol style="list-style-type: none"> 1. Ensure selection and proper installation of appropriate model of POU devices 2. Ensure POU devices are properly operated and maintained 	<ol style="list-style-type: none"> 1. Consult Qualified Persons (QPs) for selection of POU devices, e.g. appropriately certified products (By DP) 2. Engage LP to install POU devices according to manufacturer's product instructions and WSD's plumbing instructions (By DP) 3. Operate, inspect and maintain POU devices, including change of filter cartridges according to manufacturer's product instructions (By DP) 4. Review, set up and conduct flushing programme for wall-mounted dispensers and inlet pipes according to drinking habit (By DP)

Risk Assessment Summary Table prepared by QP:

_____ (Name)

_____ (Post)

_____ (LP No./

Professional Membership No., if applicable)

Part D Routine Water Safety Checklist for the Building (Based on Components of Checking)⁹					
Location of check or action	Typical frequency of check or action	Typical person responsible for check or action ¹⁰	Item to check or action to be completed and target to be achieved	Hazard/ Hazardous Event No. in Part C	Corrective action to take if target is not achieved
1. Water storage tanks (sump tank, roof tank, header tank or any other storage tanks)	Every 3 months	DP	The tank room (if available) is locked and secure	8	Secure and lock the tank room
			The tank access hatch is locked and secure	8	Secure and lock the tank access hatch
			No holes, gaps or entry points through which insects, animals or birds could enter	8	Repair any holes or replace part that has holes
			Tank vents and overflow pipes have fine, gnaw-proof mesh and the mesh is secure without signs of wearing	8	Repair or plan to replace any mesh that is not secure or shows signs of wearing
			Tanks are clean inside and are free of foreign materials or deposits	8	Arrange cleansing of the tanks
			No water and debris (leaves, twigs, etc.) accumulated on exposed tank roof and the rainwater drains are free from blockage ¹¹	8	Remove accumulated water and debris and clear rainwater drains
	Half yearly	DP	Tanks are cleansed every 6 months ¹²	8	Arrange cleansing of the tanks
	Annually	LP	Potable water roof/header tank levels are set to provide sufficient water pressure and level switch top up control is functioning correctly	5-7	Adjust level settings if required and make any necessary repairs
2. Water pumps (sump pumps in the lower levels or booster pumps in the intermediate or higher levels)	Every 3 months	DP	There is no leakage	5-7	Repair or replace the leaking part
	Every 3 months	DP	There is no unusual noise during pump operations	5-7	Repair or replace the pump
	Annually	LP	Pump pressure set points are correctly adjusted to provide sufficient water pressure and the pressure measurement devices and pumps are functioning correctly	5-7	Adjust pressure settings if required and make any necessary repairs
	Annually	LP	Pressure set points for the potable water are higher (typically by at least 50 kPa, if feasible) than for non-potable water (where applicable)	5-7	
	Annually (or according to supplier's instructions)	LP	Maintain pumps as recommended by the supplier (this may entail actions such as replacing worn parts, bleeding air and lubricating to minimise noise and risk of failure) and check for evidence of parts being badly worn	5-7	Replace badly worn parts in good time so that the pump doesn't fail resulting in a loss of pressure
3. Pressure reducing valves	Annually	LP	Pressure reducing valve set points are correctly adjusted to provide sufficient water pressure and the pressure measurement devices are functioning correctly	5-7	Adjust pressure settings if required and make any necessary repairs
			Pressure set points for the potable water are higher (typically by at least 50 kPa, if feasible) than for non-potable water (where applicable)	5-7	
4. Water meters	Annually	LP	Backflow prevention devices are in place as required under the WSD requirements and are found to be functioning correctly ¹³	1-5, 7 & 9	Install backflow prevention devices if missing and replace any faulty backflow prevention devices
5. Pipes, joints and fittings	Every 3 months	DP	Confirm that there are no leaks in pipes, joints or fittings that might indicate pipe failure and the possibility of ingress of contaminated water via the leaks if water pressure is lost	6	Ask LP to replace or repair leaking pipes or joints and to check other nearby pipes or joints of similar age to see if preventive replacement is required
	Annually	DP	Confirm that labels/colour markings on water pipes/tanks are clear to differentiate between potable and non-potable water systems (where applicable)	5 & 9	Add or replace any missing or unclear labels/colour markings

⁹ Building owner/management is encouraged to incorporate the Checklist into the building's routine maintenance schedule. The table may be rearranged according to location, check frequency or person responsible for the checking. Content of the checklist may be modified as appropriate subject to the building's risk assessment

¹⁰ LP refers to Licensed Plumber as an example of QPs and consultants who are competent and engaged by DP to carry out the duties. LP is used as an example in the table primarily to enhance comprehensibility of users.

¹¹ Rainwater drains may be checked and cleared more frequently during typhoon seasons.

¹² Water storage tanks may be cleansed more frequently if required. Procedure for cleansing water tanks is available via: <https://www.wsd.gov.hk/en/faqs/index.html#12-205>. DP shall ensure that all rinsing water of the tanks is drained away before refilling with fresh water.

¹³ It may not be feasible to check the backflow prevention devices are functioning correctly if the water supply system is on line.

Location of check or action	Typical frequency of check or action	Typical person responsible for check or action ¹⁰	Item to check or action to be completed and target to be achieved	Hazard/ Hazardous Event No. in Part C	Corrective action to take if target is not achieved
	In response to complaints	DP	Fully open the tap to flush away stagnant water until clear, colourless, tasteless and odourless. The flushing period is typically about 2 minutes or longer for larger systems.	1-4	Advise WSD if problem persists
	Annually	LP	Confirm that there are no cross-connections at the main plants that could lead to non-potable water (where applicable) flowing from potable water fittings by conducting checks such as flow tests	5	Remove any cross-connections if identified
6. Infrequently-used communal taps supplying water that is to be used for drinking or food preparation (e.g. kitchen taps)	Every week or more frequent as required	DP	Fully open the tap to flush away stagnant water until clear, colourless, tasteless and odourless. The flushing period is typically about 2 minutes or longer for larger systems.	1-4	Keep flushing until fresh water has been drawn through Increase flushing frequency if stagnant, metallic, discoloured or smelly water is noticed in between flushing events. Advise WSD if problem persists
7. Communal POU devices (e.g. water filters, water dispensers, wall-mounted dispensers) fitted to drinking taps or connected to the water mains ¹⁴	According to supplier's instructions	DP	Inspect and maintain the devices (where applicable) according to supplier's instructions to ensure proper operation. Mark filter cartridge expiry dates on the casings and replace cartridges accordingly	10	Ask supplier or qualified technician to repair the devices if necessary. Mark filter cartridge expiry dates on the casings and replace filter cartridges accordingly Increase flushing frequency if stagnant, metallic, discoloured or smelly water is noticed. Advise WSD if problem persists
			Flush water dispensers (where applicable) according to supplier's instructions or Department of Health's health advice ¹⁵		
			Flush wall-mounted dispensers (where applicable) and the inlet pipes regularly ¹⁶		
8. For individual residents or on notice boards	Every 3 months or as required	DP	Provides following notifications/advice, if appropriate, to residents/water users on notice board or by post: i. Flush taps after long stagnation, e.g. over weekend or long holiday ¹⁷ ii. Do not take water from hot water tap for drinking water purpose iii. Use compliant plumbing components ¹⁸ iv. Notify residents of any scheduled/non-scheduled suspension of water supply and flushing their taps for at least 2 minutes before use upon resumption of water supply v. Follow WSD's instructions when carrying out plumbing modifications vi. Maintain filters, wall-mounted dispensers or other POU devices (where applicable) in accordance with supplier's instructions, e.g. replacement of filter cartridges vii. Refer to WSD's "Water Use Tips" if needed ¹⁹ viii. Maintain hot water storage devices of residential care home for the elderly (if present) and confirm that the devices operate at 60°C or above (Caution: To prevent accidental scalding, the hot water temperature at the tap outlets should not be higher than 43°C).	1-4 & 9	Update any notification or advice on plumbing and inside services

¹⁴ Please refer to WSD's "Technical Requirement for Plumbing Works in Buildings" for the requirements of installing backflow prevention devices for water dispensers (<https://www.wsd.gov.hk/en/plumbing-engineering/requirements-for-plumbing-installation/technical-requirements-for-plumbing-works-in-bldgs/index.html>)

¹⁵ Department of Health's "Health Advice on Using Water Dispensers" is available via: https://www.chp.gov.hk/files/pdf/guidelines_on_use_of_drink_fountain_public.pdf

¹⁶ Tips for using wall-mounted dispensers are available via: http://www.wsd.gov.hk/filemanager/en/share/pdf/tips_for_using_wall_mounted_dispensers_e.pdf

¹⁷ Typical flushing advice is available via: http://www.wsd.gov.hk/filemanager/en/share/pdf/tips_to_reduce_lead_intake_e.pdf

¹⁸ A directory of approved plumbing components is available via: <http://www.wsd.gov.hk/en/plumbing-engineering/pipes-and-fittings-to-be-used-in-inside-service-or/index.html>

¹⁹ WSD's "Water Use Tips" is available via: <https://www.wsd.gov.hk/en/core-businesses/water-quality/water-use-tips/index.html>

Part E
Routine Water Safety Checklist for the Building (Based on Persons Responsible for Conducting Checking)²⁰

Table I. Routine checking/inspection by the Designated Person (such as the Property Management Officer)

Name of block : _____
Inspection Month : _____

Location	Frequency	Item to check/action to be completed/target to be achieved	Observations (✓/✗)	Remarks in Findings (if “✗”)	Checking/Action Date		Corrective action to take if target is not achieved	Corrective action completed	
					Date	Signature		Date	Signature
1. Water storage tanks (sump tank, roof tank, header tank or any other storage tanks)	Every 3 months	The tank room (if available) is locked and secure					Secure and lock the tank room		
		The tank access hatch is locked and secure					Secure and lock the tank access hatch		
		No holes, gaps or entry points into the water tanks through which insects, animals or birds could enter					Repair any holes or replace part that has holes		
		Tank vents and overflow pipes have fine, gnaw-proof mesh, and the mesh is secure without signs of wearing					Repair or plan to replace mesh		
		Tanks are clean inside and are free of foreign materials or deposits					Arrange cleansing of the tanks		
		No water and debris (leaves, twigs, etc.) accumulated on exposed tank roof and the rainwater drains are free from blockage ²¹					Remove accumulated water and debris and clear rainwater drains		
	Half yearly	Tanks are cleansed every 6 months ²² -Cleansing record (e.g. copies of signed completion certificates or confined space – Permit-to-Work Certificates, which show the location and dates of cleaning and signatures of competent person) should be attached to the inspection record for the month of cleansing -Specify the last cleansing date in “Observations” column	Last cleansing date:				Arrange cleansing of the tanks		
2. Water pumps (sump pumps or booster pumps)	Every 3 months	There is no leakage					Repair leak or replacement		
	Every 3 months	There is no unusual noise during pump operations					Repair or replace the pump		
3. Pipes, joints and fittings	Every 3 months	There is no leak in pipes, joints or fittings					Replace or repair leaking pipes/joints		
	Annually	Labels /colour markings on water pipes/tanks are clear to differentiate between potable and non-potable water systems (where applicable)					Replace labels/colour markings		
	In response to complaints	Fully open the tap to flush away stagnant water until clear, colourless, tasteless and odourless. The flushing period is typically about 2 minutes or longer for larger systems.					Advise WSD if problem persists		
4. Infrequently-used communal taps for drinking or food-preparation purposes	Every week or more frequent as required	Fully open the tap to flush away stagnant water until clear, colourless, tasteless and odourless. The flushing period is typically about 2 minutes or longer for larger systems.					Increase flushing frequency if stagnant, metallic, discoloured or smelly water is noticed in between flushing events Advise WSD if problem persists		

²⁰ Building owner/management is encouraged to incorporate the Checklist into the building’s routine maintenance schedule. The table may be rearranged according to location, check frequency or person responsible for the checking. Content of the checklist may be modified as appropriate subject to the building’s risk assessment

²¹ Rainwater drains may be checked and cleared more frequently during typhoon seasons.

²² Water storage tanks may be cleansed more frequently if required. Procedure for cleansing water tanks is available via: <http://www.wsd.gov.hk/tc/faqs/index.html#12-205>. DP shall ensure that all rinsing water of the tanks is drained away before refilling with fresh water.

Location	Frequency	Item to check/action to be completed/target to be achieved	Observations (✓/✕)	Remarks in Findings (if “✕”)	Checking/Action Date		Corrective action to take if target is not achieved	Corrective action completed	
					Date	Signature		Date	Signature
5. Communal POU devices (e.g. water filters, water dispensers, wall-mounted hot water dispensers) fitted to drinking taps or connected to the water mains ²³	According to supplier’s instructions	Inspect and maintain the devices (where applicable) according to supplier’s instructions to ensure proper operation. Mark filter cartridge expiry dates on the casings and replace cartridges accordingly	Filter cartridge expiry date:				Ask supplier or qualified technician to repair the devices if necessary. Mark filter cartridge expiry dates on the casings and replace cartridges accordingly		
		Flush water dispensers (where applicable) according to supplier’s instructions or Department of Health’s health advice ²⁴	Last flushing date:						
		Flush wall-mounted hot water dispensers (where applicable) and the inlet pipes regularly ²⁵	Last flushing date:				Increase flushing frequency if stagnant, metallic, discoloured or smelly water is noticed. Advise WSD if the problem persists		
6. For individual residents or on notice boards	Every 3 months or as required	Provides following notifications/advice, if appropriate, to residents/water users on notice board or by post: i. Flush taps after long stagnation, e.g. over weekend or long holiday ²⁶ ii. Do not take water from hot water tap for drinking water purpose iii. Use compliant plumbing components ²⁷ iv. Notify residents of any scheduled/non-scheduled suspension of water supply and flushing their taps for at least 2 minutes before use upon resumption of water supply v. Follow WSD’s instructions when carrying out plumbing modifications vi. Maintain filters, wall-mounted dispensers or other POU devices (where applicable) in accordance with supplier’s instructions, e.g. replacement of filter cartridges vii. Refer to WSD’s “Water Use Tips” if needed ²⁸ viii. Maintain hot water storage devices of residential care home for the elderly (if present) and confirm that the devices operate at 60°C or above (Caution: To prevent accidental scalding, the hot water temperature at the tap outlets should not be higher than 43°C).					Update any notification or advice on plumbing and inside services		

Checklist prepared by:

(Name)

(Post)

(Signature)

²³ Please refer to WSD’s “Technical Requirement for Plumbing Works in Buildings” for the requirements of installing backflow prevention devices for water dispensers (<https://www.wsd.gov.hk/en/plumbing-engineering/requirements-for-plumbing-installation/technical-requirements-for-plumbing-works-in-bldgs/index.html>)

²⁴ Department of Health’s “Health Advice on Using Water Dispensers” is available via: https://www.chp.gov.hk/files/pdf/guidelines_on_use_of_drink_fountain_public.pdf

²⁵ Tips for using wall-mounted dispensers are available via: http://www.wsd.gov.hk/filemanager/en/share/pdf/tips_for_using_wall_mounted_dispensers_e.pdf

²⁶ Typical flushing advice is available via: http://www.wsd.gov.hk/filemanager/en/share/pdf/tips_to_reduce_lead_intake_e.pdf

²⁷ A directory of approved plumbing components is available via: <http://www.wsd.gov.hk/en/plumbing-engineering/pipes-and-fittings-to-be-used-in-inside-service-or/index.html>

²⁸ WSD’s “Water Use Tips” is available via: <https://www.wsd.gov.hk/en/core-businesses/water-quality/water-use-tips/index.html>

Table II. Routine checking/inspection by the Qualified Person (such as Licensed Plumber, Building Services Engineer or Building Surveyor)

Name of block : _____

Location	Frequency	Item to check/action to be completed/target to be achieved	Observations (✓/✗)	Remarks in Findings (if “✗”)	Date of Checking		Corrective action to take if target is not achieved	Corrective action completed	
					Date	Signature		Date	Signature
1. Water storage tanks (sump tank, roof tank, header tank or any other storage tanks)	Annually	Potable water roof (header) tank levels are set to provide sufficient water pressure and level switch top up control is functioning correctly					Adjust level settings if required and make any necessary repairs		
2. Water pumps (sump pumps or booster pumps)		Pump pressure set points are correctly adjusted to provide sufficient water pressure and the pressure measurement devices and pumps are functioning correctly					Adjust pressure settings if required and make any necessary repairs		
		Pressure set points for the potable water are at higher pressure (typically by at least 50 kPa, if feasible) than for non-potable water (where applicable)							
		Maintain pumps as recommended by the supplier					Replace badly worn parts in good time so that the pump doesn’t fail resulting in a loss of pressure		
		Check for any parts being badly worn							
3. Pressure reducing valves		Pressure reducing valve set points are correctly adjusted to provide sufficient water pressure and the pressure measurement devices are functioning correctly					Adjust pressure settings if required and make any necessary repairs		
		Pressure set points for the potable water are at higher pressure (typically by at least 50 kPa, if feasible) than for non-potable water (where applicable)							
4. Water meters		Backflow prevention devices are in place as required under the WSD requirements and are found to be functioning correctly ²⁹					Install backflow prevention devices if missing and replace any faulty backflow prevention devices		
5. Pipes, joints and fittings		Confirm that there are no cross-connections at the main plants that could lead to non-potable water (where applicable) flowing from potable water fittings by conducting checks such as flow tests					Remove any cross-connections if identified		

Checklist prepared by:

_____ (Name)

_____ (Post)

_____ (LP No./

Professional Membership No., if applicable)

_____ (Signature)

²⁹ It may not be feasible to check whether the backflow prevention devices are functioning correctly if the water supply system is on line