

Little-used Outlet Flushing Record

A weekly flushing record for little-used outlets: each tap, shower and hose with how long it was flushed, whether it was done without spray, the temperature reached and showerhead cleaning dates.

1. Flushing details

Project

Client

Site *

Site address

Date *

Time

Flushed by *

Week commencing

HSE guidance (Approved Code of Practice L8 and HSG274 Part 2). For infrequently used outlets, run a programme of regular flushing, weekly. Flush through and purge to drain without releasing aerosols. Once started, the flushing has to be kept up and logged. In healthcare and care homes the risk assessment may call for more frequent flushing. Dismantle, clean and descale showerheads quarterly, or as the risk assessment decides.

2. Outlets flushed

Outlets by floor or area (copy this block for each one)

Floor or area *

For example Second floor east toilets

Little-used outlets here (copy this block for each one)

Outlet reference *

Scan the outlet label

Scanned in the SiteSurvey app. On paper, write the numbers: asset number.

Position in this area *

Type (choose one)

- ☐ Basin tap
- ☐ Sink tap
- ☐ Shower
- ☐ Bath tap
- ☐ Hose or external tap
- ☐ Drinking fountain
- ☐ Other

Supplies flushed (tick all that apply)

- ☐ Hot
- ☐ Cold
- ☐ Mixed (TMV)

Flushed this week?

- ☐ Yes
- ☐ No

Why not? (if applicable)

Minutes flushed (if applicable)

Done without creating spray (showerhead removed or in a bag, low flow)? (if applicable)

- ☐ Yes
- ☐ No

Temperature reached (°C), if measured (if applicable)

Date the showerhead was last cleaned and descaled (if applicable)

If applicable: More than 3 months since the showerhead was cleaned and descaled.

Notes

descale_overdue (worked out automatically in the app)

This floor or area: outlets not flushed (worked out automatically in the app)

This floor or area: outlets flushed (worked out automatically in the app)

This floor or area: showerheads overdue for descaling (worked out automatically in the app)

Outlets not flushed (worked out automatically in the app)

Outlets flushed (worked out automatically in the app)

Showerheads overdue for descaling (worked out automatically in the app)

Has any outlet started being used regularly, or stopped being used?

☐ Yes ☐ No

Which, so the flushing list can be updated? (if applicable)

3. Actions and sign-off

Are further actions needed?

☐ Yes ☐ No

Further actions (copy this block for each one; if applicable)

What needs doing? *

Priority (choose one)

☐ Urgent ☐ High ☐ Medium ☐ Low

Who will do it?

Due date

Status (choose one)

☐ Open ☐ In progress ☐ Completed

Inspector name *

Position or company

Inspector signature

Signing records what was found on the day. It does not make unsafe equipment safe or replace a thorough examination, design check or service by a competent person.