



19.17 Water Flushing Procedure

Latest Revision: Oct 2011

1.0 Purpose

01. The purpose of this document is to develop a water flushing procedure to ensure that the children have minimal exposure to lead while drinking school tap water.
02. A copy of Regulation 243/07 – “Schools, Private Schools and Day Nurseries” is available electronically on the Plant & Maintenance Portal Website or at the Plant Department.

2.0 Weekly Flushing

01. Weekly flushing applies to a school if no part of the plumbing that serves the building that houses the school was installed before January 1, 1990. **St Theresa School** is the only school that weekly flushing is required.
02. The day custodian of a school shall ensure that:
 - a) the cold water plumbing is flushed on the first day that the school is open to children under the age of 18 in each week; and
 - b) the flushing is completed before the school is open for the day.
03. If the day custodian is unavailable to perform the flushing then the principal shall ensure it gets done.
04. Weekly flushing does not apply if, during the day, the school is not open to children under the age of 18. For example, March Break, Christmas Break and Summer Holidays.
05. The plumbing shall be flushed as follows:
 - a) the cold water must be turned on for at least five minutes at the last tap on each branch of pipe in the plumbing.
 - b) after flushing the last tap on each branch of pipe, the cold water must be turned on for at least 10 seconds at every other tap and drinking water fountain within the branch line.
06. A record shall be made of the date and time of every flushing and the name of the person who performed the flushing. Refer to Section 6.0 for a sample copy of the “Ministry of Environment Recording Form - Ontario Tap Water”.
07. Refer to Section 7.0 for a sample copy of a “School Drawing” which indicates the location, description and the required flushing time for each drinking location.

3.0 Daily flushing

01. Daily flushing applies to a school if all or part of the plumbing that serves the building that houses the school was installed before January 1, 1990. The following schools are required to be flushed daily: **Corpus Christi, John XXIII, Mother St Bride, Our Lady of Fatima, Our Lady of Sorrows, Sacred Heart, St Francis, St Gregory, St Hubert, St Joseph, St Victor, S St. Alexander and St. Joseph-Scollard Hall.**
02. The day custodian of a school shall ensure that,
 - a) the cold water plumbing is flushed every day that the school is open to children under 18 years of age,
 - b) the flushing is completed before the school opens for the day.
 - c) the section of the school only accessible to children under the age of 18 shall be flushed.

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03. If the day custodian is unavailable to perform the flushing then the principal shall ensure it gets done.
04. Daily flushing does not apply if, during the day, the school is not open to the students. For example Professional Activity Days, March Break, Christmas Break and Summer Holidays.
05. If schools are open to children under the age of 18 on weekends, Daily Flushing must occur.
06. The plumbing shall be flushed as follows:
 - a) the cold water must be turned on for at least five minutes at the last tap on each branch of pipe in the plumbing.
 - b) after flushing the last tap on each branch of pipe, the cold water must be turned on for at least 10 seconds at every other tap and drinking water fountain within the branch line.
07. A record shall be made of the date and time of every flushing and the name of the person who performed the flushing. Refer to Section 6.0 for a sample copy of the "Ministry of Environment Recording Form - Ontario Tap Water"
08. Refer to Section 7.0 for a sample copy of a "School Drawing" which indicates the location, description and the required flushing time for each drinking location.

4.0 Information and Records

01. The school Principal shall ensure that the following information is available in the secretary's office at the school for inspection by any member of the public:
 - a) A copy of every daily flushing or weekly flushing record
 - b) A copy of every test result obtained in respect of the annual sampling and testing for lead.
 - c) A copy of all test results that exceed Regulation 243/07.
 - d) A copy of Regulation 243/07

5.0 Records

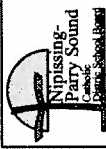
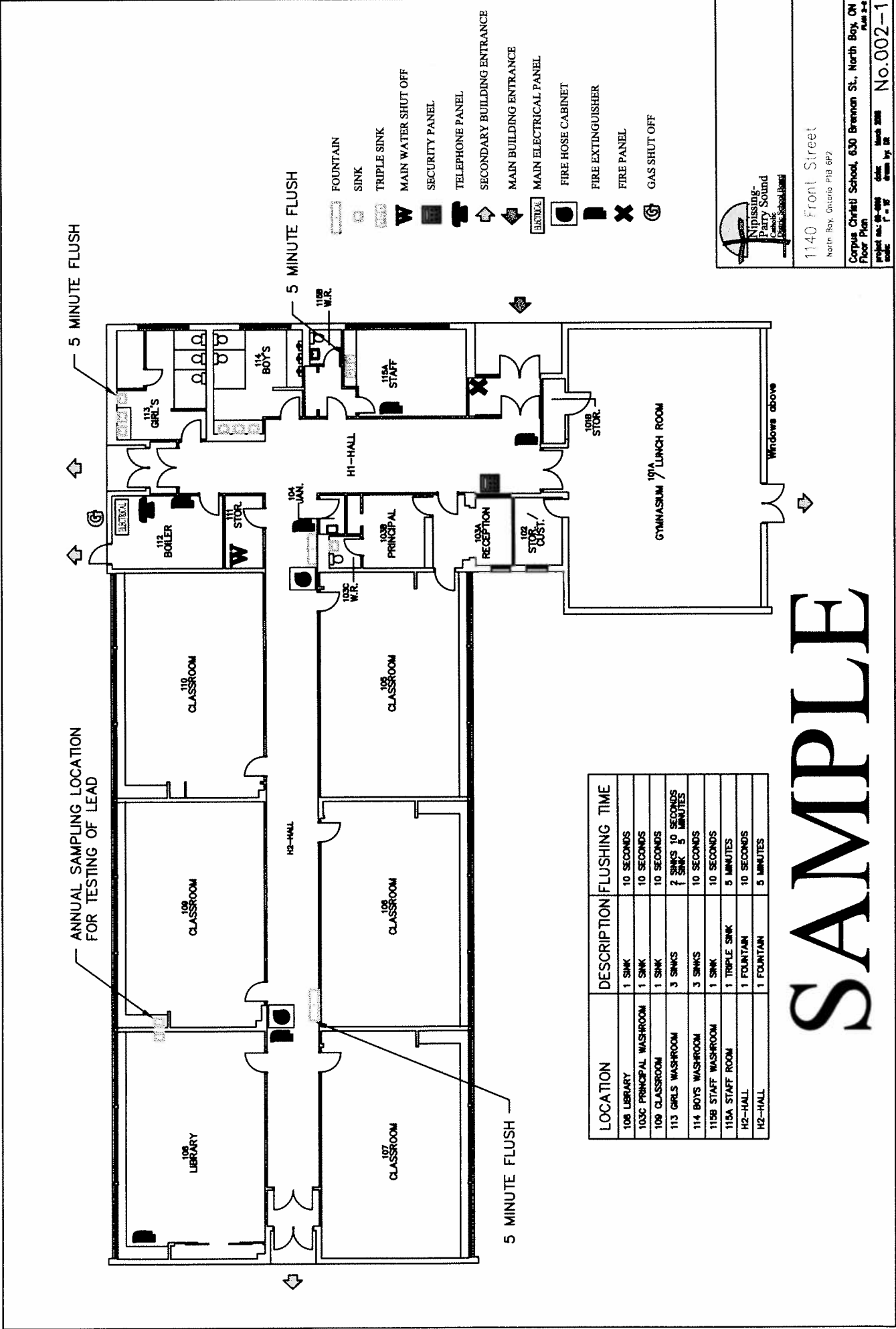
01. The Board Office shall ensure that the following documents and other records are kept for at least six years:
 - a) A copy of every daily flushing or weekly flushing record.
 - b) A copy of every test result obtained in respect of the annual sampling and testing for lead.
 - c) A copy of all test results that exceed Regulation 243/07.



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6.0 Ministry of Environment Recording Form - Ontario Tap Water



1140 Front Street
 North Bay, Ontario P1B 6P7

Corpus Christi School, 630 Brennan St., North Bay, ON
 Floor Plan
 project no.: 01-000 date: March 2008
 scale: 1" = 10' drawn by: DR
 No.002-1

LOCATION	DESCRIPTION	FLUSHING TIME
108 LIBRARY	1 SINK	10 SECONDS
103C PRINCIPAL WASHROOM	1 SINK	10 SECONDS
109 CLASSROOM	1 SINK	10 SECONDS
113 GIRLS WASHROOM	3 SINKS	2 SINKS 10 SECONDS 1 SINK 5 MINUTES
114 BOYS WASHROOM	3 SINKS	10 SECONDS
115B STAFF WASHROOM	1 SINK	10 SECONDS
115A STAFF ROOM	1 TRIPLE SINK	5 MINUTES
H2-HALL	1 FOUNTAIN	10 SECONDS
H2-HALL	1 FOUNTAIN	5 MINUTES

SAMPLE