

Sample recording sheets

Monthly temperature checks of the hot and cold water cylinders/tanks

Date	Outgoing water temperature from the hot water cylinder (should be at least 60° C)									Comments
	Tank reference number									
	1	2	3	4	5	6	7	8	9	

Date	Return water temperature to the hot water tanks (if applicable) (should be at least 50° C)									Comments
	Tank reference number									
	1	2	3	4	5	6	7	8	9	

Monthly temperature checks at the sentinel hot and cold-water outlets

Date	Temperatures at hot water sentinel outlets for each hot water cylinder (refer to schematic) (should reach at least 50° C within a minute of running the outlet)								Comments
	Tank 1		Tank 2		Tank 3		Tank 4		
	nearest	furthest	nearest	furthest	nearest	furthest	nearest	furthest	

Notes: If a thermostatic mixing valve (TMV) is present, use a surface temperature probe for measuring the temperature at the inlet pipe to the TMV

Date	Temperatures at cold water sentinel outlets for each cold-water tank (refer to schematic) (should be less than 20 ⁰ C within two minutes of running the outlet)								Comments
	Tank 1		Tank 2		Tank 3		Tank 4		
	nearest	furthest	nearest	furthest	nearest	furthest	nearest	furthest	

Weekly flushing of infrequently used outlets
(The outlets should be flushed weekly for several minutes)

[illegible]

Three-monthly cleaning of the shower heads

Dismantle, clean and descale shower heads and hoses or replace

[illegible]

Annual temperature testing of a representative number of hot and cold-water outlets on a rotational basis

Water outlet number (on plan)	Date	Temperature at cold water outlet	Temperature at hot water outlet	Comments
1				
2				
3				
4				
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