



**TK - St Mary's Axe,  
33 St Mary Axe,  
London,  
EC3A 8AA**

**WATER SERVICES LOG BOOK**

Unique Site Number: -



BY APPOINTMENT TO  
H.M. QUEEN ELIZABETH  
PURVEYORS OF  
FIRE PROTECTION SYSTEMS



## LOG BOOK

DESIGN, SUPPLY, INSTALLATION & PLANNED MAINTENANCE OF:-

Fire Alarms, Extinguishing Systems, HSSD, Voice Alarm,  
Public Address, Secondary Lighting,  
and Portable Fire Extinguishers



BY APPOINTMENT TO  
H.M. QUEEN ELIZABETH  
PURVEYORS OF  
FIRE PROTECTION SYSTEMS

### BBC FIRE PROTECTION LIMITED

ST FLORIAN HOUSE . AYTON ROAD . WYMONDHAM . NORFOLK . NR18 0RA  
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**EXTRACTS FROM SCHEDULE 2 OF THE FIRE PRECAUTIONS ACT CERTIFICATE**

**RECORD BOOK [EQUIPMENT LOG BOOK]**

A record log book shall be kept in which there shall be recorded details of tests, examinations and fire drill instructions. This book must be readily available for inspection as and when required.

#### **FIRE WARNING (ELECTRICAL) TESTING & MAINTENANCE**

The fire warning specified shall be maintained in effective working order and shall be tested weekly using a different call point for each successive test to ensure that it operates satisfactorily and that all automatic door releases are operating efficiently and are effectively self closing. The results of such tests shall be recorded within the record book.

#### **EMERGENCY LIGHTING TESTING & MAINTENANCE**

The emergency lighting shall be maintained in effective working order and always available for use. The emergency lighting including the batteries and/or generator, shall be tested by a competent person at regular intervals not exceeding six months and the results of such tests shall be recorded within the record book.

## **FIRE INSTRUCTIONS AND DRILLS**

- a. All persons employed in factories, offices and shops for which a fire certificate is required shall be instructed and trained to ensure that they understand the fire precautions and action to be taken in the event of fire. This shall include persons on shift duties or other regular duties outside normal working hours, the aim should be to ensure that all staff receive instruction and training appropriate to their responsibilities in the event of an emergency. It shall be based on written instructions.
  - b. Instruction shall be given frequently by a competent person, at such intervals as will ensue that all employed persons are instructed, preferably at least twice and in all cases once in each period of twelve months.
  - c. Instruction and training generally shall provide the following:-
    - i. The action to be taken upon discovering a fire.
    - ii. The action to be taken upon hearing the fire alarm.
    - iii. Raising the alarm, including the location of alarm call points, internal fire telephones and alarm indicator panels.
    - iv. The correct method of calling the Fire Brigade.
    - v. The location and use of fire fighting equipment.
    - vi. Knowledge of the escape routes.
    - vii. Appreciation of the importance of fire doors and of the need to close all doors at the time of a fire and on hearing the fire alarm.
    - viii. Stopping machines and processes and isolating power supplies where applicable.
    - ix. Evacuation of the building. (Where members of the public are present, this will include reassuring them and escorting them to exits, etc.)
  - d. In addition to the above, certain categories of staff shall be instructed and trained in any matters peculiar to their particular responsibilities at the time of the fire. Examples are:

In Factories

#### **Engineering & maintenance staff**

Chemists

#### **Security Staff (including night security patrols)**

## Telephonists

In Offices & Shop

Department Head

### **Floor Supervisor**

#### **Security Staff (including night security patrols)**

Telephonis

- e. At least once a year (at more frequent intervals in large shops and department stores) a practical fire drill shall be carried out simulating conditions in which one or more of the escape routes from the building is obstructed. During these fire drills the fire alarm shall be operated by a member of the staff who is told of the supposed outbreak and thereafter the fire routine shall be rehearsed as fully as circumstances allow.

This may raise some difficulties where large numbers of public may be present, as in department stores, but such a procedure is still desirable. If times are chosen at which relatively few people are present such as early morning or just before closing time and if (in these particular circumstances) advanced notice of the drill is given many of the difficulties may be overcome.

f. Such details as are necessary to show the training and instruction given shall be recorded. The following matters shall be included in such a record.

  - i. Date of instruction.
  - ii. Duration.
  - iii. Name of the person giving the instruction.
  - iv. Name of the persons receiving the instruction.
  - v. The nature of the instruction, training or drill.

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## **FIXED EXTINGUISHING SYSTEMS ROOM INTEGRITY TEST**

In accordance with BS ISO 14520-1:2000 it is recommended that the protected enclosure has an Annual Room Integrity Test undertaken

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In accordance with BS ISO 14520-1:2000 it is recommended that the protected enclosure has an Annual Room Integrity Test.

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## **FIXED EXTINGUISHING SYSTEMS ENGINEER PERIODIC INSPECTION**

FORM 17A 063 123

## **FIRE ALARM SYSTEM**

## **REFERENCE DATA**

BS 5839-1:2002

It is recommended that this log book be maintained by a responsible person, who should ensure that every entry is properly recorded. This is necessary to satisfy the recommendations of BS 5839-1, compliance with which may be a requirement of legislation. If your premises are certificated under the Fire Precautions Act 1971, failure to keep a suitable log book may be a breach of the requirements of the certificate, which is a criminal offence.

In order to satisfy the recommendations of BS 5839-1 2002, the following must be recorded: -

**Address of Protected Premises:**

**Responsible Person:**

**Position:**

**Department:**

Contact Telephone No:

The System was designed by:

The System was installed by:

The System was commissioned by:

The System was accentuated by:

Verification was undertaken by:

The System is maintained under contract by:

Contract Renewal Date:

Maintenance Contact Telephone Number:

#### Contracted Response Times:

#### **Expendable component replacement periods (list):**

FORM 170-003.123

FIXED EXTINGUISHING SYSTEMS  
USER MONTHLY REVIEW

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**ENGINEER'S SITE  
ATTENDANCE RECORD**

FORM 170\_003.123

**Engineer Note:-**

All Engineer's visits associated with the life safety systems and equipment must be recorded on this Site Attendance Form. [Where the attendance is not recorded anywhere else within the Log Book i.e. Periodic Inspection Visits]

All Engineers' visits associated with the life safety systems and equipment must be recorded on this Site Attendance Form. Where the attendance is not recorded anywhere else within the Log Book i.e. Periodic Inspection Visits.

Engineer Note:-

FORM 170-003.123

**ATTENDANCE RECORD**

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## **FIXED EXTINGUISHING SYSTEM USER WEEKLY TESTING**

FORM 170\_003.123

All Fire Officers and Building Control visits associated with the Life Safety Systems and Equipment must be recorded on the Site Attendance Form. In addition this form will also be utilised to record all Staff Drills.

**FIRE OFFICER SITE ATTENDANCE RECORD**

FORM 170-003.123

**FIRE DRILL**

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Note:-

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## **FIXED EXTINGUISHING SYSTEM USER WEEKLY TESTING**

FORM 170\_003.123

All Fire Officers and Building Control visits associated with the Life Safety Systems and Equipment must be recorded on the Site Attendance Form. In addition this form will also be utilised to record all Staff Details.

**Note:-**

**FIRE OFFICER SITE ATTENDANCE RECORD**

FORM 170-003.123

FIRE DRILL

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**FIXED EXTINGUISHING SYSTEM  
USER WEEKLY TESTING**

FORM 170 003.123

Any corrective action undertaken or recommended must be recorded against the respective report sheet.

Engineer Note:-

FORM 170-003.123

OUTSTANDING DEFECTS REPORT

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## **FIXED EXTINGUISHING SYSTEM USER WEEKLY TESTING**

FORM 170 003.123

Any corrective action undertaken or recommended must be recorded against the respective defect report sheet.

Engineer Note:-

FORM 170-003-123

OUTSTANDING DEFECTS REPORT

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**FIXED EXTINGUISHING SYSTEM  
USER WEEKLY TESTING**

FORM 170\_003.123

It is essential that all False Alarm Records are recorded to ensure that true records are created concerning the number of false alarms that occur within the service periods.

- False Alarms Categories:**

  - a) Unwanted alarms in which a system has responded to a fire like phenomenon or environmental influence (e.g. smoke from nearby, dusts or insects, processes that produce smoke or flame, or environmental effects that can render certain types of detectors unstable, such as rapid air flow);
  - b) Equipment false alarms, in which the false alarm has resulted from a fault on the system;
  - c) Malicious false alarms in which a person operates a manual call point or causes a fire detector to initiate a fire signal, whilst knowing that there is no fire;
  - d) False alarms with good intent, in which a person operates a manual call point or otherwise initiates a fire signal in the belief that there is a fire, when no fire actually exists;

#### **False Alarm Categories:**

FORM 170-003.123

FALSE ALARM RECORDS

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**FIXED EXTINGUISHING SYSTEM  
USER WEEKLY TESTING**

FORM 170 003.123

**Responsible Person Note:-**

- Every Week inspect Pipework Components for damage or leakage.
- Check Control Settings are correct.
- Check Nozzles are in place, unobstructed and clean.
- Take readings of Pressure Gauges (Where Necessary)

FORM 170-003.123

## **FIXED FIRE EXTINGUISHING INSTALLATIONS**

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## **FALSE ALARM RECORDS**

FORM 170-003-123

House Alarm	Alarm Definition	Define Sounder/Beacon Type	Audio Visual Alarm Configuration will be:-
House Alarm	Alarm Definition	Define Sounder/Beacon Type	Audio Visual Alarm Configuration will be:-
First Stage Extinguishing Alarm	Alarm Definition	Define Sounder/Beacon Type	Audio Visual Alarm Configuration will be:-
Second Stage Extinguishing Alarm	Alarm Definition	Define Sounder/Beacon Type	Audio Visual Alarm Configuration will be:-

BS1387 Heavy Grade Galvanised Steel Pipe painted red	BS3601 Schedule 40 Galvanised Steel Pipe painted red	BS3605 Stalineless Steel Pipe painted red	Screw & Thread Fittings painted red	Bolted Fittings painted red
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07/09/2017 04:11:00

#### **BASIC INFORMATION**

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## **FALSE ALARM RECORDS**

FORM 170\_003.123

**Fixed Fire Extinguishing System - Engineer to record the basic information:-**

FIXED FIRE EXTINGUISHING INSTALLATIONS BASIC INFORMATION

**B.B.C. FIRE PROTECTION LIMITED**

#### LIMITATION OF FALSE ALARMS

FORM 170 003-123

#### **Engineer Note:-**

**At the time of every service visit the system false alarm record should be checked carefully to determine the following:**

The rate of false alarms during the previous 12 months, expressed as a number of false alarms per 100 detectors per annum, recorded in the box as under.

Whether since the time of the last service inspection, two or more false alarms, other than false alarms with good intent have arisen from any single manual call point or fire detector (or detector location)

Whether any persistent cause of false alarms can be identified.

**Examples - 2 x False Alarms - System has 50 Detectors - False Alarm Rate = 1 ( $50/100 \times 2$ ) - 3 x False Alarms - System has 80 Detectors - False Alarm Rate = 2.4 ( $80/100 \times 3$ )**

Preliminary Investigations to be carried out as part of the Service Activity if any of the following apply:

- a) The rate of false alarms over the previous 12 month has exceeded one false alarm per 25 detectors per annum;

b) more than 10 false alarms have occurred since the time of the previous service visit (typically within the previous 6 months);

c) two or more false alarms (other than false alarms with good intent) have arisen from any single manual call point or fire detector (or detector location) since the time of the last service visit;

d) any persistent cause of false alarms is identified.

The table below indicates the types and frequency of checks that are relevant for the principle Fixed Fire Extinguishing Systems.

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## **FIRE ALARM SYSTEM BASIC INFORMATION**

### **Fire Brigade Off site Signal Y/N & Type of Link:**

Name of Central Station & Contact Number:

Password : Reference [If Applicable]

Centre Link Y/N & Contact Number:

## **Interlink to other Systems Y/N:**

Introducing

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Location of Mandatory BS Spares [Keys, Glasses, Fuses].

PLANT INTERFACES

Extinguishing System Y/N:

Escalators Y/N:

Door Entry/Access Systems Y/N:

Smoke | rollers Y/N:

Escape Route Pressurisation Y/N:

Voice Alarm System Interface V/N:

Warden Call System Y/N:

Air Handling Shutdown Y/N:

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## **DETAILS OF WEEKLY TEST PROCEDURE**

ction

### **Isolate Brigade or Centre Link**

*Customer's Account Code where applicable:*

**Isolate Inter-links to adjoining systems**

**Isolate Plant Control Interfaces**

4.	Ensure Staff are aware of test	Best achieved by always carrying out weekly testing at a given time each week on the same day.
5.	You are now ready to test the alarm	Check the Customer Weekly Testing Form in the Equipment Log Book to identify the next Manual Call Point [MCP] to be tested. Identify the MCP and insert the test key fully. The alarm should operate. Remove the test key fully.
6.	Ensure the alarm is operating throughout the premises	This is best achieved by ensuring that all personnel are trained to report any sounders not operating on a weekly test.
7.	You are now ready to reset the system	Typically: - Turn Enable Key/Switch or Enter User Code Press Alarm Silence Button Reset Isolate Key(s) to Normal
8.	Record Activity	Enter your test within the next free line of the Customer Weekly Testing Form
9.	Report any Defect	Enter and defect within the next free line of the Defect Report Form Report any defect to your "Responsible Person" for further action

**ACTION TO BE TAKEN IN THE EVENT OF AN ACTIVATION**

1. Identify cause of activation
2. In a Fire Situation
  - Follow your laid down fire evacuation procedure.**
3. If a false alarm
  - Investigate cause of False Alarm
  - Turn Enable Key/Switch or Enter User Code
  - Press Alarm Silence Button
  - Operate Auxiliary Isolate Key
  - Inform Centre Management - Central Station
  - Advise staff & Customers that they can re-enter the premises.

If false alarm caused by broken MCP.  
Open up MCP, remove broken glass and insert new, ensuring that this is correctly fitted before closing up.  
Press System Reset Button

Reset Isolate Key(s) to Normal

**Record Detail of False Alarm within False Alarm Records**

If False Alarm caused by a Detector.  
If activated by smoke or dust contact "Responsible Person" to authorise an engineer.  
Any further alarms will re-initiate the alarm.

**Record Detail of False Alarm within False Alarm Records**

If False Alarm caused by an Interlinked System.  
Typically it will not be possible to reset your system until the Inter-Linked system has been reset. "Mute - Sounders" until a "Reset" is possible.

**Record Detail of False Alarm within False Alarm Records**

All details of False Alarms and action undertaken must be recorded within the Log Book.
4. Record Activity
5. Report any Defect

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PORTABLE FIRE EXTINGUISHERS  
ENGINEER PERIODIC INSPECTION

FORM 170\_003.123

**Engineer Note: -**

Section 5. Basic Service, Extended Service &amp; Overhaul - BS5306 Part 3 2003

Maintenance Inspections on all types of Extinguishers should be carried out Annually

Extended Service &amp; Recharging should be undertaken in accordance with the maintenance intervals detailed within Annex A - Schedule of Maintenance Intervals

Overhaul &amp; Recharging should be undertaken in accordance with the maintenance intervals detailed within Annex A - Schedule of Maintenance Intervals

Any Extinguisher identified as having a major defect making it unsafe for use should be made safe and removed from its designated location &amp; marked "CONDEMNED".

This information should be recorded within the Portable Fire Extinguisher - Inventory

Any Extinguisher that cannot be fully maintained - either because spare parts are no longer available or the User refuses to authorise full maintenance should be marked "NOT MAINTAINED"

This information should be recorded within the Portable Fire Extinguisher - Inventory

Where CONDEMNED or NOT MAINTAINED Extinguishers are identified a Defect Report Sheet must be raised and details entered within the Outstanding Defect Report and reported to the "Responsible Person".

Date of Service:	Type of Service: [Basic, Extended, Overhaul]	Defects Recorded - Yes/No: Condemned - Not Maintained - Recommendations	Engineer Number:
7/03/14	BS	~	409

Response Person Note:-	Section 6: Maintenance Notify ARC prior to test	Every Week operate a Manual Call Point during normal working hours. Check that a fire signal is received at the panel and provides an output to the fire alarm sounders.	Ensure that the fire signal is received at the Alarm Receiving Centre (where applicable).	The weekly test should be carried out at the same time each week and instructions should be in place for individuals to report poor audibility.	In systems where there are staged alarms incorporating "Alert" and an "Evacuate" the two signals should be operated.	In premises where some employees only work during hours other than that at which the fire alarm is tested an additional test should be carried out once a month to ensure familiarity with all employees.	A different Manual Call Point should be used at each test so that ALL Manual Call Points are tested.	The duration for which a fire signal is operated should not exceed one minute so that in the event of a fire at the time of a weekly test, occupants will be warned with the prolonged operation of the sounders.
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**Responsible Person Note:-**

FORM 170-003.123

## **FIRE ALARM SYSTEM**

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**PORTRABLE FIRE EXTINGUISHERS  
MONTHLY INSPECTIONS - USER**

FORM 170 003.123

**Section 4. Inspection by the User - BS5306 Part 3 2003**

Inspections should be undertaken at monthly intervals and include the following checks:-

Each Extinguisher is located in its designated place;

Each Extinguisher is unobstructed and visible;

Each Extinguisher is clean, legible and free ofwards;

Operational instructions of each extinguisher are clear, legible and free ofwards;

Each Extinguisher has not been operated and is not obviously damaged;

Readings of pressure gauges or indicator fitted to an Extinguisher is within operational and safety limits;

Seals and Tamper indicators are not broken or missing;

**Any defect to be recorded within the Outstanding Defects Report and reported to the "Responsible Person".**

FORM 170-003.123

## **PORTABLE FIRE EXTINGUISHERS**

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**FIRE ALARM SYSTEM  
USER WEEKLY TESTING**

FORM 170\_003.123

## FIRE BLANKET: INVENTORY

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**FIRE ALARM SYSTEM  
USER WEEKLY TESTING**

FORM 170\_003.123

## **PORTABLE FIRE EXTINGUISHERS: INVENTORY**

W = Water DP = Dry Powder CO<sub>2</sub> = Carbon Dioxide F = Foam H = Hairspray O = Other (Please Specify)

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**FIRE ALARM SYSTEM  
USER WEEKLY TESTING**

FORM 170\_003.123

## **PORTABLE FIRE EXTINGUISHERS: INVENTORY**

## **FIRE EXTINGUISHERS FIRE BLANKETS BASIC SUMMARY**

**• W = Water D<sub>P</sub> = Dry Powder CO<sub>2</sub> = Carbon Dioxide F = Foam H = Hydrospray O = Other (Please Specify)**  
**\*\* SP = Stored Pressure C<sub>O</sub> = Cartridge Operated**

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**FIRE ALARM SYSTEM  
USER WEEKLY TESTING**

FORM 170\_003.123

FORM 170-003.123

FIRE ALARM SYSTEM      USER WEEKLY TESTING

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**EMERGENCY LIGHTING SYSTEM  
ENGINEER PERIODIC INSPECTION**

FORM 170\_003.123

**Engineer Note:-**

Section 12 Servicing - BS5266 Part 1 1999

The first periodic inspection in any contract period will be Service Code "H2" and will be for the full duration of the Emergency Light (Typically - 3 Hours). The second periodic inspection will be Service Code "H1" and each Emergency Light will be illuminated for a continuous period of 1 hour.

**Any defect to be recorded within the Outstanding Defects Report and reported to the "Responsible Person".**

**Responsible Person Note:-**  
Section 6. Maintenance - Monthly Attention  
To be carried out by a competent person with relevant technical knowledge & training.  
If an Emergency Generator is used as part of the standby power supply it should be started up once a month by simulation of failure of the normal power supply and operated on-load for at least one hour.  
If vented batteries are used as a standby power supply, a visual inspection of the batteries and their connections should be made to ensure they are in good condition.

FORM 170-003.123

FIRE ALARM SYSTEM  
USER MONTHLY TESTING

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## **EMERGENCY LIGHTING SYSTEM USER MONTHLY TESTING**

FORM 170\_003.123



## INVENTORY OF TEST SWITCH LOCATIONS

[Should any of the lights not have test switches the Engineer is to identify which area they are missing from - Engineer to also raise a DR]

## **DETAILS OF MONTHLY TEST PROCEDURE:-**

<p><b>1.</b></p> <p><b>Activate Emergency Lighting</b></p>	<p>Activate all test switches and check all emergency lighting units have come on.</p> <p><b>[Locations of Test Switches detailed on Inventory]</b></p>
<p><b>2.</b></p> <p><b>Reinstate Emergency Lighting</b></p>	<p>Reinstate all test switches back to their normal position and check all lighting units to ensure red charger light is illuminated.</p>
<p><b>3.</b></p> <p><b>Record Activity</b></p>	<p>Enter your test within the next free line of the User Monthly Testing Form</p>
<p><b>4.</b></p> <p><b>Report any Defect</b></p>	<p>Enter any defect within the next free line of the Defect Report Form</p>

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**FIRE ALARM SYSTEM  
ENGINEER PERIODIC INSPECTION TEST**

FORM 170\_003.123

S: Satisfactory NS: Not Satisfactory SLA: Sealed Lead Acid WET: Wet Cells NICAD: Nickel Cadmium

Battery Set Numeric Reference:	001	Type:	SLA/NICAD/WET
Amps	Volts	Cells	Make
System Design Standby Time:			
Cell Size:			

Engineer to ensure that Health & Safety is compiled with at all times.

Where wet cells are to be used, engineer to complete specific gravity readings per cell onto form on site within battery enclosure, top up electrolyte where necessary.

Any defect must be recorded on the Outstanding Defect Report.

Engineer Note:-

FORM 170-003.123

**FIRE ALARM SYSTEM**      **ENGINEER PERIODIC INSPECTION OF BATTERY SET**

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**FIRE ALARM SYSTEM**  
**ENGINEER PERIODIC INSPECTION OF BATTERY SET**  
[one form per battery set]

FORM 170\_003.123

S: Satisfactory NS: Not Satisfactory SLA: Sealed Lead Acid WET: Wet Cells NICAD: Nickel Cadmium

Battery Set Numeric Reference:	003	System Design Standby Time:	
Type:	SLA/NICAD/WET	Cell Size:	
Make:	Cells	Number of Cells	Voids
Amps			

Engineer to ensure that Health & Safety is complied with at all times.

where wet cells are in use. Engineered to completely specific gravity readings per cell onto form on site within battery enclosure, top up electrolyte where necessary.

Any defect must be recorded on the Outstanding Defect Report.

### **Engineer Note:-**

[one form per battery set]

**FIRE ALARM SYSTEM** **ENGINEER PERIODIC INSPECTION OF BATTERY SET**

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**FIRE ALARM SYSTEM**  
**ENGINEER PERIODIC INSPECTION OF BATTERY SET**  
**[one form per battery set]**

FORM 170-802-122

**ENGINEER PERIODIC INSPECTION OF BATTERY SET**  
**[One form per battery set]**

FORM 170-003.123

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**FIRE ALARM SYSTEM**  
**ENGINEER PERIODIC INSPECTION OF BATTERY SET**  
**[one form per battery set]**

FORM 170-003-123

**Engineer Note:-**

If the site is not manned 24 hours a day, seven days a week, or if there is no off site power supply fault monitoring, you will need to record the Design Standby Time at 72 hours. If the Charger Output is not capable of recharging the battery set within 24 hours you will need to raise a DRS.

Any defect must be recorded on the Outstanding Defect Report.

Where wet cells are in use Engineer to complete specific gravity readings per cell onto form on site within battery enclosure, top up electrolyte where necessary.

**Engineer to ensure that Health & Safety is complied with at all times.**

#### **Battery Set Numeric Reference:**

002

Cell Size:

Amps	Volts	Number of Cells	Make	Type: SLA/NICAD/WET

#### **S: Satisfactory**

**NS: Not Satisfactory**

#### **SLA: Sealed Lead Acid**

#### **WET: Wet Cells**

#### **NICAD: Nickel Cadmium**

## **WATER SERVICES LOG 2013**

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## **WATER SERVICES LOG 2013**

### **Log Book Introduction**

Trident Environmental Services have supplied this log book to hold on site, to ensure the comprehensive record keeping of all water hygiene records that your organisation can use to gain compliance with the requirement of the Approved Code of Practice and guidance document Legionnaires' disease – The control of legionella bacteria in water systems (L8).

The log book is designed to assist in achieving the water quality on site and providing safe water under your duty of care to all users of the building/facility.

The guidance and responsibilities within this document are designed to ensure that clear lines of communication and management pathways are identified for the control of water quality.

The guidance and information within this document should be reviewed on a regular basis in line with any changes introduced to the system controls and mechanical assets and record kept for a period of 5 years as per the requirement of the Approved Code of Practice and guidance document Legionnaires' disease – The control of Legionella bacteria in water systems (L8).

### **Legal Requirement**

The Approved Code of Practice (L8) "Legionnaires' disease: The control of legionella in water systems" (ACOP L8) gives practical advice on the requirements of the Health and Safety at Work etc Act 1974 (HASAWA) and the Control of Substances Hazardous to Health Regulations (COSHH) concerning the risk from exposure to Legionella bacteria. In particular it gives guidance on Sections 2, 3, 4 and 6 (as amended by the Consumer Protection Act 1987) of HASAWA, and Regulations 6, 7, 8, 9 and 12 of COSHH. The Code also gives guidance on compliance with the relevant parts of the Management of Health and Safety at Work Regulations 1999 (MHSWR).

### **Responsible person**

The nominated responsible person will be responsible for the compliance of the water hygiene/treatment regime in accordance with ACOP L8 and ensure all contractors are competent and adhering to the guidance and methods of control required.

The responsible person is in control of ensuring full awareness of their mechanical assets and legal requirements, ensuring all records are maintained and updated in line with contractual obligations.

It is recommended the responsible person attends "Responsible person Legionella awareness courses" by accredited trainers to ensure they maintain full awareness of any changes in guidance, legislation or technology.

The Water Hygiene Risk Assessment is accurate and reviewed in line with ACOP L8 guidelines of every two years or in the event of any mechanical changes or building use, this enables the responsible person to have full control of any changes to risk and implement the procedures to ensure the risk to persons are minimised.

Those who have, to any extent, control of premises, have a duty under the Notification of Cooling Towers and Evaporative Condensers Regulations 1992 to notify the local authority in writing with details of 'notifiable devices'. These consist of cooling towers and evaporative condensers, except when they contain water that is not exposed to the air and the water and electricity supply are not connected. Although the requirement is to notify the local authority, the Regulations are enforced by the relevant authority for the premises concerned. Forms are available from local authorities or the

## **WATER SERVICES LOG 2013**

local HSE office. If a tower becomes redundant and is decommissioned or dismantled, this should also be notified. The main purpose of these Regulations is to help in the investigation of outbreaks.

### **Log Book Introduction (cont'd)**

#### **Responsible person (cont'd)**

Whilst it has lesser legal standing ACOP L8 in reality provides the clearest instruction on controlling the risks from Legionella bacteria (the causative agent of legionellosis including Legionnaires' disease), in circumstances where the Health and Safety at Work etc Act 1974 applies.

Under this guidance to comply with their legal duties, employers and those with responsibilities for the control of premises should:-

- (a) Identify and Assess Sources of Risk – Inspecting and reviewing the main contributing factors in relation to Legionella proliferation in respect to temperature control, generation of aerosol and the susceptible persons likely to come into contact with any aerosol generated by the plant/equipment that fall under the responsible person.
- (b) Prepare a Policy and Plan for the Control of the risk.
- (c) Initiate Manage and Review Precautions – Regular review of the control measures.
- (d) Keep Records of the Precautions.
- (e) Appoint Responsible person to be managerially responsible.

#### **Training and Competency**

There is a requirement for all person(s) involved in the management of water systems to have received adequate training and have the ability and competence to ensure all tasks and requirements outlined within ACOP L8 can be adhered to.

#### **Record Keeping**

The responsible person is responsible to ensure the following information is current and accurate and maintained within the water hygiene/treatment records.

Completion of the risk assessment and written scheme.

- (a) Actions and Significant findings from the risk assessment.
- (b) The written scheme required for controlling the risk.
- (c) Implementation of the written scheme.
- (d) The results of any monitoring, inspection, test or check carried out, and the dates. This should include details of the state of operation of the system, i.e. in use/not in use.

## **WATER SERVICES LOG 2013**

The following information should be recorded:-

- (a) Names and position of people responsible for carrying out the various tasks under the written scheme.

### **Log Book Introduction (cont'd)**

#### **Record Keeping (cont'd)**

- (b) A risk assessment and a written scheme of actions and control measures.
- (c) Plans or schematic drawings of the systems.
- (d) Details of precautionary measures that have been carried out, including sufficient detail to show that they were carried out correctly and the dates on which they were carried out.
- (e) Remedial work required and carried out, and the date of completion.
- (f) A log detailing visits by contractors, consultants and other personnel.
- (g) Cleaning and disinfection procedures and associated reports and certificates.
- (h) Results of the chemical analysis of the water.
- (i) Information on other hazards, e.g. treatment chemicals.
- (j) Cooling tower notification.
- (k) Training records of personnel.
- (l) The name and position of the people or persons who have responsibilities for implementing the scheme, their respective responsibilities and their lines of communication.

### **Natural History of the Legionella Bacterium**

Legionella bacteria are common and can be found naturally in environmental water sources such as rivers, lakes and reservoirs, usually in low numbers. Legionella bacteria can survive under a wide variety of environmental conditions and have been found in water at temperatures between 6°C and 60°C. Water temperatures in the range 20°C to 45°C seem to favour growth. The organisms do not appear to multiply below 20°C and will not survive above 60°C. They may, however remain dormant in cool water and multiply only when water temperatures reach a suitable level. Temperatures may also influence virulence; Legionella bacteria held at 37°C have greater virulence than the same Legionella bacteria kept at a temperature below 25°C.

Legionella bacteria also require a supply of nutrients to multiply. Sources can include, for example, commonly encountered organisms within the water system itself such as algae, amoebae and other bacteria. The presence of sediments, sludge, scale and other material within the system, together with Biofilms, are also thought to play an important role in harbouring and providing favourable conditions in which the Legionella bacteria may grow. A Biofilm is a thin layer of micro-organisms which may form a

## WATER SERVICES LOG 2013

slime on the surfaces in contact with water. Biofilm, sludge and scale can protect Legionella bacteria from temperatures and concentrations of biocide that would otherwise kill or inhibit these organisms if they were freely suspended in the water.

As Legionella bacteria are commonly encountered in environmental sources they may eventually colonise manufactured water systems and be found in cooling tower systems, hot and cold water systems and other plant which use or store water. To reduce the possibility of creating conditions in which the risk from exposure to Legionella bacteria is increased, it is important to control the risk by introducing measures which:-

- *Do not allow proliferation of the organisms in the water systems. This is covered in this log book in each section titled "Identification of potential sources of risk from legionella bacteria".*
- *Reduce, so far as is reasonably practicable, exposure to water droplets and aerosol. This is covered in this log book in each section titled "The means by which the risk from exposure to legionella bacteria can be minimised and controlled".*



**2**

## **WATER SERVICES LOG**

### **Management Pathway**

<b>Appointed responsible person</b>	TBC
Title	
Company	TK Maxx
Address	50 Clarendon Road 69-71 Clarendon road Watford WD17 1TX
<b>Maintenance Company</b>	Vinci Facilities Limited
Address	2 Cranberry Drive, Denton, Manchester
Post Code	M34 3UL
Main contact	Heath Bennett
Position/title	Account Director
Site contact	
Position/title	
<b>Water treatment specialists</b>	<b>Trident Environmental Services Limited</b>
Regional Address	Unit 1 Mercian Park, Felspar Road, Amington Industrial Estate, Tamworth B77 4DP
Main contact	Mr Craig Ward
Position/title	
Telephone No.	0844 335 6607
Emergency Telephone No	



**3**

## Standard Method Statements - Water Treatment/Hygiene

### WATER HYGIENE VISIT TO DOMESTIC SERVICES

#### \*Carry out site specific Risk Assessment

1. Advise client/security of arrival on site and obtain permission to carry out specified works.
2. Carry out a Trident Environmental Services site specific risk assessment (Form TES17) and ensure appropriate control measures are in place before works commence.
3. Carry out tasks as applicable to the contract. These will include some, or all, of the following:-
  - A) Temperature monitoring of water within storage tank(s) remote from the ball valve and the incoming mains water temperature at the ball valve.
  - B) Temperature monitoring of incoming mains, water storage tank(s), plus a random selection of hot and cold down water service outlets including the furthest pipework runs, running hot outlets for one minute and running cold outlets for two minutes. Monitoring works to be carried out in accordance with ACOP L8, Checklist 2.
  - C) Blowdown HWS calorifier(s) by flushing from the drain valve until the water runs clear, then proceed to take the Legionella sample as per TES 05
  - D) Showerhead descale and disinfection. Change into appropriate PPE. Remove all shower heads and submerge in an appropriate solution of Sulphamic Acid. Once showerheads are descaled, clean and rinse thoroughly in mains water. Submerge shower heads in 50ppm free residual chlorine solution for a period of one hour. Rinse shower heads in mains water. Re-assemble and return showers to service. For detailed methods statement please refers to TES 08.
  - E) Carry out inspection of water storage tank(s) for compliance with Water Supply Regulations 1999 (inspect for debris, stagnation, lid type/condition, vents, rodent screen, inlet and outlet locations etc).
  - F) Carry out routine thermostatic mixing valve (TMV) test of fail safe operation. For detailed methods statement please refers to TES 08.
  - G) Carry out full service of thermostatic mixing valve (TMV) to include descale and disinfection. Replacement of worn or non-functioning parts or complete TMV's will be subject to client approval via variation order. For detailed methods statements please refer to TES 08.
4. Record all actions undertaken in item 3 in the site logbook.
5. Provide written report on findings to client.
6. Advise client/security of completion of work and departure from site.
7. Sign out at reception and return all keys, passes etc.

**CLEAN, DESCALe AND DISINFECT SHOWERHEADS**

\*Carry out site specific Risk Assessment.

Works are to be carried out to ACOP L8 (2001) Guidelines from the Health and Safety Executive, January 2001.

1. Confirm date of work.
2. Advise client/security of arrival on site and obtain permission to carry out specified works.
3. Carry out a Trident Environmental Services site specific risk assessment (Form TES17) and ensure appropriate control measures are in place before works commence.
4. Change into protective clothing, wear personal protective equipment and post warning notices.
5. Remove all shower heads and disassemble the various components. Take care not to force apart or damage the heads.
6. Prepare a 10% solution of Sulphamic Acid by mixing 500g of sulphamic acid (in powder form) with 5 litres of warm water. Submerge showerhead components in sulphamic acid solution. Allow sufficient soak time to ensure scale removal (typically 15 to 30 minutes). Retain acid solution in secure labelled container if moving on to other works areas. Otherwise dispose solution to foul drain.
7. Clean and rinse the descaled components thoroughly in cold mains water. Then submerge shower heads in 50ppm free residual chlorine solution for a contact period of not less than one hour. Main 50ppm free chlorine for the duration of the disinfection period.
8. On completion of disinfection, rinse shower heads in cold mains water. Re-assemble components and hoses and return showers to service. Remove warning notices.
9. Provide written report on findings to client. Record all actions undertaken in item 3 in the site logbook.
10. Advise client/security of completion of work and departure from site.
11. Sign out at reception and return all keys, passes etc.

## **Standard Method Statements - Water Treatment/Hygiene**

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### **DISINFECTION OF DOMESTIC WATER TANKS**

#### **\* Carry out site specific Risk Assessment**

Works are to be carried out to ACOP(L8)2001 Guidelines from the Health and Safety Executive, January 2001.

- 1. Confirm date of work.**
- 2. Advise client/security of arrival on site and obtain permission to carry out specified works.**
- 3. Carry out a Trident Environmental Services site specific risk assessment and ensure appropriate control measures are in place before works commence.**
- 4. Ensure that pipe configuration allows for water services to be maintained at all times during the disinfection process.**
- 5. Post warning notes on all isolation valves and on tanks.**
- 6. Drain and clean the CWS tanks using suction equipment. (Care must be taken to ensure CWS tanks are not backing up inside the building anywhere or leaking).**
- 7. Add sodium hypochlorite solution to the tank (approximately 0.5 L hypochlorite/m<sup>3</sup>) to obtain a minimum of 50 ppm free chlorine. Agitate the mixture with the sump pump.**
- 8. Allow to stand for 1 hour, check there is still 50ppm in the tank. If not, repeat stage 7.**
- 9. Neutralise CWS tank(s) back to incoming mains level using sodium thiosulphate. Tanks which supply drinking water must be drained and flushed after neutralisation, then refilled with fresh water. Note - neutralised water should never be drawn through to any drinking water pipework.**
- 10. Check taps are switched off and there are no air locks in the system. Ensure all CWS tanks are completely full and the ball-valves functioning correctly. Remove warning notices**
- 11. Affix Trident Environmental Services Tank Label to outer surface of tank in a visible location. Record the works carried out, date and initials on the tank label.**
- 12. Fill out Contract Maintenance Report and obtain site signature. Record all actions in site Log book.**
- 13. Advise client / security of completion of work and departure from site.**
- 14. Sign out at reception and return all keys, passes etc.**

## **Standard Method Statements - Water Treatment/Hygiene**

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### **DISINFECTION OF DOMESTIC WATER SERVICES TO ACOP L8 (2001) (INCLUDING MAINS)**

\* Carry out site specific Risk Assessment

Works are to be carried out to ACOP L8(2001) Guidelines from the Health and Safety Executive, January 2001.

1. Confirm date of work.
2. Advise client/security of arrival on site and obtain permission to carry out specified works.
3. Carry out a Trident Environmental Services site specific risk assessment (Form TES17) and ensure appropriate control measures are in place before works commence.
4. Change into protective clothing and post warning notices.
5. Drain and clean CWS tanks using suction equipment. (Care must be taken to ensure that the drains are not backing-up anywhere inside the building or leaking).
6. If the rising main is to be chlorinated ensure all drinks machines are disconnected.
7. Open tap and proceed to inject chlorine with dosing pump until chlorine is detected at 50ppm minimum. (N.B. Take particular care with regards with use of eye protection when injecting chlorine under pressure).
8. Work up the building always keeping one tap open until the CWS tank is reached. Open up ballvalve and continue filling tank. Draw chlorine to all mains outlets ensuring that one tap is always open.
9. When tanks are full switch off dosing pump, isolate mains stopcock and check there is a minimum of 50pm. Stand for 1 hour and check there is still 50ppm. If not, re-dose and repeat.
10. Draw chlorinated water to all outlets and stand for one hour.
11. Check there is still 50ppm at the furthest outlet. If not, repeat stages 7 to 10.
12. Open stopcock and flush the rising main and all outlets. Arrange for reconnection of drinks machines.
13. Neutralise tank(s) using sodium Thiosulphate. Tanks which supply drinking water must be drained and flushed after neutralisation, then refilled with fresh water. Note - neutralised water should never be drawn through to any drinking water pipework.
14. Flush all outlets free of chlorine.
15. Check all taps are switched off. Remove warning notices. Ensure all CWS tanks are completely full and the ball-valves functioning correctly.
16. Affix Trident Environmental Services Tank Label to outer surface of tank in a visible location. Record the works carried out, date and initials on the tank label.
17. Fill out Contract Maintenance Report and obtain site signature. Record all actions in site Log book.
18. Advise client / security of completion of work and departure from site.
19. Sign out at reception and return all keys, passes etc.

## **Standard Method Statements - Water Treatment/Hygiene**

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### **DISINFECTION OF DOMESTIC WATER SERVICES.**

#### **TANKS AND DOWN SERVICES ONLY (Use of Supersil)**

\* Carry out site specific Risk Assessment

Works are to be carried out to ACOP(L8)2001 Guidelines from the Health and Safety Executive, January 2001.

1. Confirm date of work.
2. Advise client/security of arrival on site and obtain permission to carry out specified works.
3. Carry out a Trident Environmental Services site specific risk assessment (Form TES17) and ensure appropriate control measures are in place before works commence.
4. Ensure that if vending machines/chilled water-drinking machines are connected to the down water services that they are disconnected and isolated prior to the sterilisation.
5. Post warning notes at all outlets.
6. Drain and clean the CWS tanks using suction equipment. (Care must be taken to ensure CWS tanks are not backing up inside the building anywhere or leaking).
7. Add Silver Hydrogen Peroxide (Supersil) to the tank (approximately 125ml per/1000 Litres) to obtain a minimum of 150 ppm free supersil. Agitate the mixture with the sump pump.
8. Allow to stand for 1 hour, check there is still 150ppm in the tank. If not, repeat stage 7.
9. Draw to all outlets. Check there is still 150ppm at the furthest outlet and stand for a further 1 hour. If not, repeat stages 7 and 8.
10. Supersil is potable upto a level of 200ppm
11. Check taps are switched off, remove warning notices. Ensure all CWS tanks are completely full and the ball-valves functioning correctly. (Reconnect vending machines, etc if isolated as above in point 4).
12. Affix Trident Environmental Services Tank Label to outer surface of tank in a visible location. Record the works carried out, date and initials on the tank label.
13. Fill out Contract Maintenance Report and obtain site signature. Record all actions in site Log book.
14. Advise client / security of completion of work and departure from site.
15. Sign out at reception and return all keys, passes etc.

## Standard Method Statements - Water Treatment/Hygiene

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### DISINFECTION OF DOMESTIC WATER SERVICES.

#### TANKS AND DOWN SERVICES ONLY

\* Carry out site specific Risk Assessment

Works are to be carried out to ACOP(L8)2001 Guidelines from the Health and Safety Executive, January 2001.

1. Confirm date of work.
2. Advise client/security of arrival on site and obtain permission to carry out specified works.
3. Carry out a Trident Environmental Services site specific risk assessment (Form TES17) and ensure appropriate control measures are in place before works commence.
4. Ensure that if vending machines/chilled water-drinking machines are connected to the down water services that they are disconnected and isolated prior to the sterilisation.
5. Post warning notes at all outlets.
6. Drain and clean the CWS tanks using suction equipment. (Care must be taken to ensure CWS tanks are not backing up inside the building anywhere or leaking).
7. Add sodium hypochlorite solution to the tank (approximately 0.5 L hypochlorite/m<sup>3</sup>) to obtain a minimum of 50 ppm free chlorine. Agitate the mixture with the sump pump.
8. Allow to stand for 1 hour, check there is still 50ppm in the tank. If not, repeat stage 7.
9. Draw to all outlets. Check there is still 50ppm at the furthest outlet and stand for a further 1 hour. If not, repeat stages 7 and 8.
10. Neutralise CWS tank(s) back to incoming mains level using sodium thiosulphate. Tanks which supply drinking water must be drained and flushed after neutralisation, then re-filled with fresh water. Note - neutralised water should never be drawn through to any drinking water pipework.
11. Flush all outlets back to incoming mains level chlorine.
12. Check taps are switched off, remove warning notices. Ensure all CWS tanks are completely full and the ball-valves functioning correctly. (Reconnect vending machines, etc if isolated as above in point 4).
13. Affix Trident Environmental Services Tank Label to outer surface of tank in a visible location. Record the works carried out, date and initials on the tank label.
14. Fill out Contract Maintenance Report and obtain site signature. Record all actions in site Log book.
15. Advise client / security of completion of work and departure from site.
16. Sign out at reception and return all keys, passes etc.

## Standard Method Statements - Water Treatment/Hygiene

### BACTERIAL SAMPLING

#### 1.0 INTRODUCTION

The prime objective is to obtain a sample which is representative of the water being examined. Care must be taken to avoid cross contamination and damage to the bottle, as this may put any results obtained in question.

#### \*Carry out site specific Risk Assessment

- 1.1 Advise client/security of arrival on site and obtain permission to complete specified works.
- 1.2 Carry out a Trident Environmental Services site specific risk assessment (Form TES17) and ensure appropriate control measures are in place before works commence.

#### 2.0 SAMPLING CONTAINERS

- 2.1 Samples should be taken in a container suitable for the type of analysis required.
- 2.2 All bottles for microbiological analysis should be made from a suitable pre-sterilised disposable plastic container containing Sodium Thiosulphate. Bottles for chemical analysis should be a 1 litre clean plastic container.
- 2.3 All bottles are purchased from an approved supplier and provided by the laboratory. All bottles should be exclusively for the purpose of analysis.
- 2.4 The size of the bottle depends upon the number and type of test to be carried out.  
Please see the chart at the bottom of the method statement.
- 2.5 All bottles should be fitted with a secure lid to prevent any spillage and contamination and microbiological containers should be sealed with a tamper proof strip. If the strip is broken the container should not be used as the sterility of the bottle becomes invalid.

#### 3.0 SAMPLE LABELLING

- 3.1 All sample bottles must be adequately labelled with self-adhesive pre-printed company labels.
- 3.2 The information provided should clearly identify the sample as follows:-

A Reference e.g. Job or Contract Number  
Date of Sampling  
Client/Customer Name  
Site Name  
Specific Sample Location  
Analysis Requirements

- 3.3 All relevant data should be recorded and given in sufficient detail to allow the exact location to be readily identified, if a repeat sample is required.

#### 4.0 SAMPLES FOR MICROBIOLOGICAL ANALYSIS

Outlets and taps used for sampling of treated water intended for microbiological analysis should be disinfected before being sampled. The disinfection of taps with Sodium Hypochlorite should be carried out has follows:-

- 4.1 Allow the tap to run for 2 minutes to clear standing water from the service pipe or fine.
- 4.2 Using a wash bottle filled with 10% Microcare C18, spray the outside of the tap and inject into the inside of the tap spout.
- 4.3 Leave the solution on the tap for 2 – 3 minutes, to allow the chlorine to disinfect the tap.
- 4.4 The outside of the tap should then be rinsed with water to ensure that there is no chlorine residual left on the tap. The tap should then be turned on and the water run to waste for a sufficient period of time to ensure that all the solution is removed from the inside of the tap before taking a sample.

#### 5.0 COLLECTING A SAMPLE (From a tap or other outlet)

- 5.1 Examine the area and ensure that it is free from any obvious potential contaminates.

## **Standard Method Statements - Water Treatment/Hygiene**

- 5.2 Hold the bottle in one hand and remove the lid with the other.
  - 5.3 Care must be taken not to touch the top of the bottle during removal or replacement of the cap.
  - 5.4 The sample bottle should never be rinsed or emptied before filling, as this will remove any preservatives that may be contained.
  - 5.5 Fill the bottle, leaving a small air gap, from a gentle stream of water.
  - 5.6 Do not change or alter the flow rate as the bottle is being filled. This may cause any debris to be dislodged from the system and contaminate the sample.
  - 5.7 Replace the lid immediately, secure and shake sample.
  - 5.8 Samples for microbiological analysis should be kept cool, between 2 – 8°C. Use coolbags for transportation of samples. PLEASE ALLOW WARM/HOT SAMPLES TO COOL NATURALLY AND PLACE IN COOLBAG ONCE AT AMBIENT TEMPERATURE.
  - 5.11 Advise client / security of completion of work and departure from site.
  - 5.12 Sign out at reception and return all keys, passes etc.
- 6.0 COLLECTING A SAMPLE VIA SUBMERSION i.e. when sampling from bulk water supplies such as cold water cisterns, cooling tower sumps etc.**
- 6.1 Isolate piece of plant/equipment and remove all access panels required for sample collection.
  - 6.2 Put on disposable surgical gloves.
  - 6.3 If taking samples from bulk water supplies ensure that sample is taken as far away from the ball valve or inlet water streams as possible.
  - 6.4 Remove lid and place in a suitable location in the up turned position.
  - 6.5 Tilt bottle at a 45 degree angle and submerge sample bottle as near to the top of the water surface as possible.
  - 6.6 Once full replace the lid immediately, secure and shake the bottle.
  - 6.7 Continue from 5.8.
- 7.0 RETURNING SAMPLES TO LABORATORY**
- 7.1 Legionella Pneumophila – Samples must be forwarded to the appropriate laboratory within 48 hours of sampling.
  - 7.2 General Bacteria Screens – Samples must be forwarded to the appropriate laboratory and tested within 24 hours of sampling.
  - 7.3 NOTE - Samples must be returned to the designated Sample Reception Area whenever possible on the same day as sampling or overnight for collection and dispatch to the laboratory the following morning. Samples must be complete with correct labeling and the white copy of the Laboratory Analysis Request Forms (Pink Copies should go to the Sales Engineer and Yellow Copies to the Office File). If sample delivery falls outside of normal office hours the samples must be deposited in the designated sample storage box for collection and processing immediately on the following day. All samples must pass through the office for logging by the Administration Department prior to being dispatched to the appropriate laboratory.

## Standard Method Statements - Water Treatment/Hygiene

### Sample Bottle Sizing:

Analysis Suite Name	Test Parameters	Bottle/Container Required
Bacti	Total Coliforms E.Coli 37°C 2 Day TVC 22°C 3 Day TVC	350ml or 500ml Sterile
Cooling Tower TVC	30°C 2 Day TVC	350ml or 500ml Sterile
Legionella	Legionella	1,000ml Sterile
Bacti, Lead and Copper	Bacti Suite Lead Copper	1 x 350ml or 500ml Sterile 1 x 1,000ml Clean
Cat II Potability	Bacti Suite Conductivity pH Odour Turbidity Nitrite Nitrate Colour Lead Zinc Chloride Calcium Magnesium Sodium Potassium Permanganate Index Total Hardness Total Alkalinity Chlorine Total and Free	1 x 350ml or 500ml Sterile and 1 x 1,000ml Clean
Pseudomonas	Pseudomonas Species	1 x 350ml or 500ml Sterile
S. Aureas	S. Aureas	1x 350ml or 500ml Sterile
Enterococci	Enterococci	1x 350ml or 500ml Sterile
Chemical	Any Parameter	1,000ml Clean
NRB or SRB	NRB or SRB	1x 500ml Sterile
TVC only	37°C 2 Day TVC 22°C 3 Day TVC	1x 350ml or 500ml Sterile

## **Standard Method Statements - Water Treatment/Hygiene**

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### **WATER TREATMENT SERVICE VISIT**

\*Carry out site specific

1. Advise client/security of arrival on site and obtain permission to carry out specified works.
2. Carry out a Trident Environmental Services site specific risk assessment (Form TES17) and ensure appropriate control measures are in place before works commence.
3. Review water analysis records since last visit.
4. Carry out water tests as required.
5. Top up dosing tanks and move chemicals (use correct personal protective equipment).
6. Check for correct operation of dosing/control equipment, advising customer on faults if not easily repaired by our engineer.
7. Discuss program performance with site engineer.
8. Provide written report.
9. Submit any bacteria samples required to laboratory for analysis.
10. Review any plant changes and advise accordingly.
11. Update water treatment site logbook as required.
12. Advise client/security of completion of work and departure from site.
13. Sign out at reception and return all keys, passes etc.





WATER SERVICES LOG 2013

## **CONTROL PROCEDURES**

X = TES Responsibility

$\otimes$  = Client Responsibility





## **WATER SERVICES LOG 2015**

W13  
MOTC 26/2/15

Hot

## **Cold Water Services – Temperature Checks**

**NB-1 – Monthly checks at Sentinel Outlets and representative outlets. Maximum Temperatures at outlets less than 20°C (sustained after 2 minutes)**

**NB-2 – Monthly (annual) checks of a representative number of outlets.** The total number of outlets should be divided by 12 to enable a representative number of outlets from each system to be checked at regular intervals.

Checked each month

**NB-3 – Six-monthly measure of incoming cold water mains at ball valve. Plus tank water temperature away from vicinity of ball valve, preferably winter and summer months.**

## **WATER SERVICES LOG 2015**

## **Cold Water Services – Temperature Checks**

**NB-1 – Monthly checks at Sentinel Outlets and representative outlets. Maximum Temperatures at outlets less than 20°C (sustained after 2 minutes)**

**NB-2 – Monthly** checks of a representative number of outlets., The total number of outlets should be divided by 12 to enable a representative number of outlets from each system to be

Checked each month

**NB-3 – Six-monthly measure of incoming cold water mains at ball valve. Plus tank water temperature away from vicinity of ball valve, preferably winter and summer months.**

WATER SERVICES LOG 2014

CUSTOMER

## **Hot Water Services – Temperature Checks**

243

24

NE-1 - Monthly checks at Sampling Outlets Minimum Temperature at outlets > 50°C (sustained) after 1 min

NB-1 - Monthly checks at Sentinel Outlets. Minimum Temperature at Sample P-35 is recommended after 1990.  
NB-2 - Monthly (annual) checks of a representative number of outlets. The total number of outlets should be divided by 12 to enable a representative number of outlets from each system to be checked.

Checked each month.

**NE-3 - Monthly measure water leaving and returning to the calorifier (out at 60°C, back at 60°C)**

## **Cold Water Services – Temperature Checks**

-204-

**NR-1 – Monthly checks at Sentinel Outlets and representative outlets. Maximum Temperatures at outlets less than 20°C (sustained after 2 minutes)**

**NB-1** - Monthly checks at Sentinel Outlets and representative outlets. Maximum temperature at various locations should be checked.

Checked each month

**NB-3** - Six-monthly measure of incoming cold water mains at ball valve. Plus tank water temperature away from vicinity of ball valve, preferably winter and summer months.

WATER SERVICES LOG 2013

## **Cold Water Services – Temperature Checks**

APPENDIX 1: Monthly checks at Sentinel Outlets and representative outlets. Maximum Temperatures at outlets less than 20°C (sustained after 2 minutes)

**NB-1** - Monthly checks at Sentinel Outlets and representative outlets. Maximum Temperatures at outlets less than 20°C (sustained after 2 minutes).  
**NB-2** - Monthly (annual) checks of a representative number of outlets., The total number of outlets should be divided by 12 to enable a representative number of outlets from each system to be

**Checked each month**

**NB-3** - Six-monthly measure of incoming cold water mains at ball valve. Plus tank water temperature away from vicinity of ball valve, preferably winter and summer months.

## **WATER SERVICES LOG 2013**

## **Cold Water Services – Temperature Checks**

Fig. 1. Monthly checks at Settlement Outlets and representative outlets. Maximum Temperatures at outlets less than 20°C (sustained after 2 minutes).

**NB-1** – Monthly checks at Sehingga Outlets and representative outlets. Maximum Temperatures at outlets less than 20°C (sustained after 2 minutes)  
**NB-2** – Monthly (annual) checks of a representative number of outlets., The total number of outlets should be divided by 12 to enable a representative number of outlets from each system to be

Checked each month

NB-3 – Six-monthly measure of incoming cold water mains at ball valve. Plus tank water temperature away from vicinity of ball valve, preferably winter and summer months.

# WATER SERVICES LOG 2013

## Hot Water Services – Temperature Checks

OUTLET REF	COMMENTS	M O N T H L Y	Min: 50°C  See NB-1 & NB-2	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Sentinel Nearest															
Sentinel Furthest															
Sentinel Nearest															
Sentinel Furthest															
Sentinel Nearest															
Sentinel Furthest															
Sentinel Nearest															
Sentinel Furthest															
Calorifier 1 - Flow															
Calorifier 2 - Flow															
Calorifier 3- Flow															
Calorifier 4 - Flow															
Calorifier 1 - Return															
Calorifier 2 - Return															
Calorifier 3 - Return															
Calorifier 4 - Return															

NB-1 – Monthly checks at Sentinel Outlets. Minimum Temperature at outlets > 50°C (sustained) after 1 minute

NB-2 – Monthly (annual) checks of a representative number of outlets., The total number of outlet should be divided by 12 to enable a representative number of outlets from each system to be

Checked each month.

NB-3 – Monthly measure water leaving and returning to the calorifier (out at 60°C, back at 50°C)

WATER SERVICES LOG 2013

## **Hot Water Services – Temperature Checks**

**NP-1 – Monthly checks at Sentinel Outlets Minimum Temperature at outlets > 50°C (sustained) after 1 minute**

**NB-1** - Monthly checks at Sentinel Outlets. Minimum temperature at outlet = 5 °C  
**NB-2** - Monthly (annual) checks of a representative number of outlets. The total number of outlets should be divided by 12 to enable a representative number of outlets from each system to be checked.

Checked each month.

**NB-3** - Monthly measure water leaving and returning to the calorifier (out at 60°C, back at 50°C)

## WATER SERVICES LOG 2013

### Defects Log

Any defect from the control parameters should be listed below and brought to the attention of the responsible person. Once the defect is completed, the person remedying the defect should sign and date. The responsible person should sign to confirm that the works have been completed.

Date	System	Defect	Noted by	Action allocated to

Action taken:

Action completed by	Date	Further action required	Responsible person signature	Date

Date	System	Defect	Noted by	Action allocated to

Action taken:

Action completed by	Date	Further action required	Responsible person signature	Date

Date	System	Defect	Noted by	Action allocated to

Action taken:

Action completed by	Date	Further action required	Responsible person signature	Date

## WATER SERVICES LOG 2013

Date	System	Defect	Noted by	Action allocated to

Action taken:

Action completed by	Date	Further action required	Responsible person signature	Date

Date	System	Defect	Noted by	Action allocated to

Action taken:

Action completed by	Date	Further action required	Responsible person signature	Date

Date	System	Defect	Noted by	Action allocated to

Action taken:

Action completed by	Date	Further action required	Responsible person signature	Date

## WATER SERVICES LOG 2013

Date	System	Defect	Noted by	Action allocated to

Action taken:

Action completed by	Date	Further action required	Responsible person signature	Date

Date	System	Defect	Noted by	Action allocated to

Action taken:

Action completed by	Date	Further action required	Responsible person signature	Date

Date	System	Defect	Noted by	Action allocated to

Action taken:

Action completed by	Date	Further action required	Responsible person signature	Date

## WATER SERVICES LOG 2013

Date	System	Defect	Noted by	Action allocated to

Action taken:

Action completed by	Date	Further action required	Responsible person signature	Date

Date	System	Defect	Noted by	Action allocated to

Action taken:

Action completed by	Date	Further action required	Responsible person signature	Date

Date	System	Defect	Noted by	Action allocated to

Action taken:

Action completed by	Date	Further action required	Responsible person signature	Date

## WATER SERVICES LOG 2013

Date	System	Defect	Noted by	Action allocated to

Action taken:

Action completed by	Date	Further action required	Responsible person signature	Date

Date	System	Defect	Noted by	Action allocated to

Action taken:

Action completed by	Date	Further action required	Responsible person signature	Date

Date	System	Defect	Noted by	Action allocated to

Action taken:				

Action completed by	Date	Further action required	Responsible person signature	Date

WATER SERVICES LOG 2013

## WEEKLY FLUSHING LOW USE OUTLETS

Please fill in the appropriate sections every time that a task is completed in this logbook.

WATER SERVICES LOG 2013

## **Shower Head Cleaning Record**





















## SERVICE REPORT

CLIENT: GBRE

DATE: 14/5/18

SITE ADDRESS: TK Maxx

JOB/CONTRACT NO: N368-397

St Mary's Axe  
London, EC3A 8AA

May

Quarterly temps in accordance with L8 reg 4:

	H	C	Pw
Staff Room	19°C	16°C	-
Cleaners room	17°C	16°C	-
Gents	26°C	17°C	-
Ladies	24°C	17°C	-

\* 1 x Lp sample taken from cleaners sluice \*

\* Faulty water heater = fuse replaced + still no power \*

Customer Signature: T. D. H.

Trident Signature: M

Print Name: Thomas

Print Name: M

Date: 14/5/18

Time on site: 9.05

Time off site: 9.25

Unit 16, Darwell Park  
Mica Close  
Amington Industrial Estate  
Tamworth  
Staffordshire B77 4DR



t: 0844 335 6607  
f: 0844 576 3415  
e: info@trident-environmental.co.uk

## SERVICE REPORT

CLIENT: cbre

DATE: 6-11-12

SITE ADDRESS: tkmaxx , st mary's axe, London ec3A 8AA

JOB/CONTRACT NO:

Quarterly temperature checks in accordance with L8 rev 4

H C Prc

Cleaners Pow 58.70°C 16.9°C

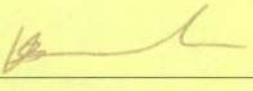
STAFF room 56.10°C 17.3°C

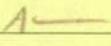
Gents 45.50°C 16.3°C

Ladies 60°C 15.8°C

x Possible low

All other temps are fine

Customer Signature: 

Trident Signature: 

Print Name: KAREN ANDREW

Print Name: Andy

Date: Time on site: 10.20

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Mica Close  
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## SERVICE REPORT

CLIENT: cbre

DATE: 22-8-12

SITE ADDRESS: TK maxx, st mary's Axe, London

JOB/CONTRACT NO:

Quarterly temperature checks in accordance with L8 rev 4

Gents

41.7°C

20°C

lmu  
boxed

Ladies

52°C

20°C

—

Disabled

52°C

20°C

—

Cleaners

no access

STAFF room

55.5°C

20°C

—

All temps are fine

Customer Signature:

Trident Signature:

Print Name:

Tamie

Print Name:

Andy brae

Date:

Time on site:

10.21

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## SERVICE REPORT

CLIENT: crbe

DATE: 27-6-12

SITE ADDRESS:

TKmaxx, st mary's Axe, london EC3A 8AA

JOB/CONTRACT NO:

monthly temperature checks in accordance with L8 review

	H	C	Pre
gents	39.6°r	19.2°r	kmr baked

ladies	57.9°c	19.2°r
--------	--------	--------

Cleaners	58.9°r	19.2°c
----------	--------	--------

Staff room	55.5°c	19.4°r
------------	--------	--------

All temps are fine

Customer Signature:

T. REILLY

Trident Signature:

A. C.

Print Name:

THOMAS

Print Name:

Andy brais

Date:

Time on site:

1146

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Mica Close  
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## SERVICE REPORT

CLIENT: TKmaxx

DATE: 22/11/16

SITE ADDRESS: TK - ST. Mary's axo.

JOB/CONTRACT NO: N368-397

I have attended site to carry out temperature monitoring  
to 18 + 10G 274.

Staff Canteen

Hot

cold Pre-Temp

7.57.4

13.2 -

Male Toilet

55.8

13.2 -

Female Toilet

55.5

12.8 -

Disabled Toilet

(Part of male)

59.2

13.2 -

Cleaners Sink

Customer Signature:

Trident Signature:

Print Name: A. Holenkova

Print Name: Adam Anson

Date: 22/11/16

Time on site: 09:40

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Mica Close  
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Tamworth  
Staffordshire B77 4DR



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## SERVICE REPORT

CLIENT: NORLAND MANAGED SERVICES

DATE:

SITE ADDRESS: ST MARYS AXE  
(LONDON)  
EC3A 8AA

JOB/CONTRACT NO:

ARRIVED ON SITE TO CARRY OUT TEMPERATURE CHECKS IN ACCORDANCE  
WITH L8 PROVISION 4 AND HSG 274

LOCATION

HWS (°C) CWS (°C)

MALE TOILET

54.9 19.9

FEMALE TOILET

54.7 19.8

DISABLED W/C

\* 23.2 19.4

STAFF CAFETERIA

57.4 19.8

CLOAKERS CUPBOARD

59.7 19.9

\* TEMPERATURE (W/C BOARD) BE 50-60°C NOT MV AND 38°C - 43°C  
WITH TMV CANNOT BE SURE IF TMV IS PRESENT ALSO CANNOT LOCATE  
HOT WATER SOURCE FURTHER ACTION REQUIRED

ALL OTHER TEMPERATURES WITHIN GUIDELINES

Customer Signature:

Trident Signature:

Print Name:

Tamme Anderson

Print Name:

A. Webb

Date: 15/8/16

Time on site: 13:05

OFF SITE 13:25

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## SERVICE REPORT

CLIENT: Norland

DATE: 31/5/16

SITE ADDRESS: TK Maxx

JOB/CONTRACT NO: N368-2397

St Mary's Axe  
Ec3A 8AA

Quarterly temps in accordance with L8 rev 4 :

	H	C	Pe
Gents	- 43°C	17°C	+nu?
Ladies	- 59°C	18°C	-
Staff Room	- 59°C	18°C	-
pm Cleaners	- 60°C	18°C	-

All temps are in accordance with L8 rev 4.

Customer Signature:

Trident Signature:

Print Name:

BENEDICT FLETCHER

Print Name:

Date: 31/5/16

Time on site: 9.00

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Mica Close  
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Staffordshire B77 4DR



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## SERVICE REPORT

CLIENT:

DATE:

SITE ADDRESS:

JOB/CONTRACT NO:

15-17 Long Acre, Covent Garden, WC2E 9LU.

Hot      Cold      Pre/Trv

Temp. bathrooms: Monitored in accordance with 18 rev 4

Male wc	40H	15C	Pre Trv.
ladies	50S	16	-
disabled	457	16	40 (-)
Ladies disabled	505716	16	-
Cleaners	58	16	-
mens disabled	57	16	-

Temp. Staff room taken in accordance with 18 rev 4  
\* disabled Pou is turned off, no access  
into kitchen and on site.

adjusted last time water set to 50°

Customer Signature:

Trident Signature:

Print Name:

Print Name:

Tamme Anderson

Adam Munday

Date: 3/2/16

Time on site: 10:35

Time off site:

Unit 16, Darwell Park  
Mica Close  
Amington Industrial Estate  
Tamworth  
Staffordshire B77 4DR



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## SERVICE REPORT

CLIENT:

NORLANS

DATE: 18/11/15

SITE ADDRESS:

TK. ST MARY AXE

JOB/CONTRACT NO: N368-397

33 ST MARY AXE

TEST COMPL. L8 REV 4 HSC 274

LONDON EC3A 8AA

AND NORLANS INSTRUCTIONS

NOVEMBER PPM

### WATER TEMPERATURES

HOT

COLD

CLEANERS (NEAR SIGHTED) Pou

58.6

19.2.

LOUNGE (FAR SIGHTED) -" -

55.4

15.9.

### TOILETS:

GENTS WHB. (Pou 10ltr) Fm SIGHTED (A) 41.2 (TMV)? 16.2

" DISABLED. -" - NEAR SIGHTED 57.9. 16.6

LADIES WHB 56.3 15.8

" DISABLED (A) 16.8 (NOT WORKING) 15.7.

### (RECOMMENDATION)

(A) NO HOT WATER REQUIREMENT INVESTIGATION - LOCATION HOT SUPPLY NOT KNOWN

(B) SUSPECT TMV - NOT VISIBLE = UNLESS ON SEPARATE HOT WATER SUPPLY THRU DISABLED.WC.

PRV - TESTED AND FUNCTION CORRECTLY WHERE ACCESSIBLE

(NO SCHEMATIC OR RISK ASSESSMENT DETAILS AVAILABLE TO IDENTIFY SERVICES)

Customer Signature:

Trident Signature:

Print Name:

BELLEVILLE FILIOL

Print Name:

C Edwards

Date: 18/11/15

Time on site: 9.20'

Time off site: 10.00

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Mica Close  
Amington Industrial Estate  
Tamworth  
Staffordshire B77 4DR



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## SERVICE REPORT

CLIENT: Norland Managed Services

DATE: 18th August 2015

SITE ADDRESS: The Matrix, St Mary's Axe

JOB/CONTRACT NO:

33 St Mary's Axe, London, EC3A 8AD.

### Water checks

Location	hot °C	Pre rmv °C	Cold °C
Cleaners	(A) 30.6	/	19.7
Lounge	(A) 29.7	/	19.1
Gents	(B) 18.9	/	18.6
Ladies	(B) 18.7	/	19.0

The Pressure relief Valve is working fine on all three Swh's

- (A) low hot water temperature, should be 50°-60°,  
have adjusted the thermostat on the Swh to increase  
the outlet temperature at those locations.
- (B) No power to the local Swh, requires remedial attention.

Customer Signature:

Print Name:

Tamme Andre

Trident Signature:

Print Name:

John Molyneux

Date: 18/08/15

Time on site: 1035

Time off site: 1105

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Tamworth  
Staffordshire B77 4DR



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## SERVICE REPORT

CLIENT: NOLLANDS

DATE: 16/5/15

SITE ADDRESS: TK MAXX

JOB/CONTRACT NO:

ST MARY AVE, LONDON, EC3A 8AA.

TEMPERATURES TAKEN

Tm & Hot cold

CEMETRIES ROOM SINK (Flow on wall)	58.7°	20.2°
LOUNGE KITCHEN SINK	57.4°	19.5°
MALE TOILET SINK (Tm & Borodin)	40.2°	19.9°
MALE DISABLING TOILET SINK	59.5°	18.9°
FEMALE TOILET SINK (Tm & Borodin)	40.4°	18.9°
FEMALE TOILET DISABLING SINK		NO ACCESS

PRESSURE WAS WORKING FINE IN CEMETRIES ROOM BOR.

FLUSHING OF COLD TAPS NEEDED DUE TO COLD WATER

TEMPERATURES A BIT HIGH.

Customer Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Trident Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: 16/5/15

Time on site: 1700

Time off site: 1230

Unit 16, Darwell Park  
Mica Close  
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## SERVICE REPORT

CLIENT: NORLAND

DATE: 26/2/15

SITE ADDRESS: TV MAXX

JOB/CONTRACT NO:

33, ST MARY AXE  
LONDON EC3A 8AA

TEST COMPLY LG REV4 HSG 274  
AND NORLANDS INSTRUCTIONS

NV - TMV NOT VISIBLE

### WATER TEMPERATURES

	HOT	TMV	COLD
CLEANERS POU	60.2	-	10.1
LOUNGE. POU SHOWER	57.5	-	10.6

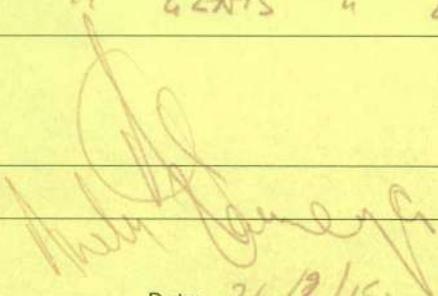
Pou 10tr:	GENTS WC	50.6	?	10.5.
	LADIES WC	X 41.2	NV?	10.2

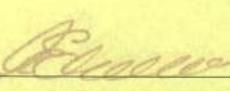
\* Pou 10tr HEATSTORE STAT NO ACCESSABLE)

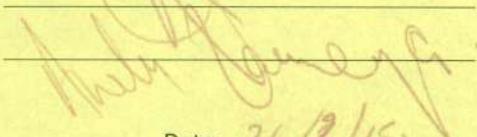
NEW LOG SHEETS IN LOGBOOK FOR 2015

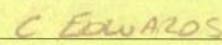
PRESSURE RELIEF CLEANS TESTED OK

" " GENTS " " OFF

Customer Signature: 

Trident Signature: 

Print Name: 

Print Name: 

Date: 26/2/15

Time on site: 11.40

Time off site: 12.25

Unit 16, Darwell Park  
Mica Close  
Amington Industrial Estate  
Tamworth  
Staffordshire B77 4DR



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## SERVICE REPORT

CLIENT: Norland

DATE: 15/11/14

SITE ADDRESS: Tk Maxx

JOB/CONTRACT NO: N368 - 397

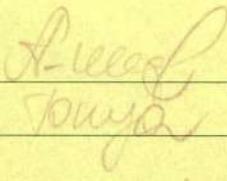
St Mary's Axe  
EC3A 8AA

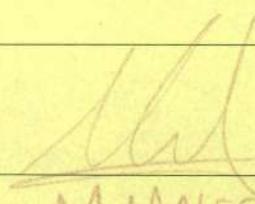
Nbu

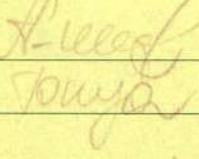
Monthly temps in accordance with L8 rev 4:

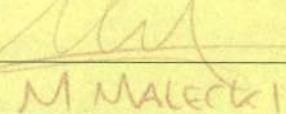
	H	C	Re
Gents	-	42°C	17°C • boxed in tray.
Ladies	-	41°C	17°C • boxed in tray.
Cleaners p.o.u	-	59°C	18°C —
Staff room	-	59°C	17°C —

• All temps are in accordance with ~~L8~~ L8 rev 4.

Customer Signature: 

Trident Signature: 

Print Name: 

Print Name: 

Date: 15/11/14 Time on site: 11.05 Time off site: 11.20

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Mica Close  
Amington Industrial Estate  
Tamworth  
Staffordshire B77 4DR



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## SERVICE REPORT

CLIENT: VINCI

DATE: 31/7/14

SITE ADDRESS: TK MAXX 3357 MARY'S AVE LONDON

JOB/CONTRACT NO:

ECSA 8A A37

TEMPERATURES TAKEN

TMJ HOT WATER

MARS TOILET SINK R/H

41.2°C 20.9°C

DISABLING TOILET SINK

52.5°C 20.8°C

FEMALE TOILET SINK R/H

48.1°C 20.6°C

DISABLING TOILET SINK

28.1°C 20.7°C

LOUNGE KITCHEN SINK

54.9°C 21.0°C

CLOTHES ROOM

58.1°C 22.3°C

TEMPERATURES ARE LOW IS SOME AREA'S , BUT HAVE BEEN PUT DOWN IN TEMPERATURE AND HAD TO PUT UP BACK TO 60°C . THE TEMPERATURE WAS 47.3°C .

Customer Signature:

A handwritten signature in black ink that appears to read "ROBERT ISAACS".

Trident Signature:

A handwritten signature in black ink that appears to read "S. K. GALLOWAY".

Print Name:

Print Name:

Date: 31/7/14

Time on site: 1000

Time off site:

Unit 16, Darwell Park  
Mica Close  
Amington Industrial Estate  
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Staffordshire B77 4DR



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## SERVICE REPORT

CLIENT: ODD VINCI

DATE: 26/6/14

SITE ADDRESS: TK MAXX

JOB/CONTRACT NO: N368-397

ST MARY AXE

LONDON EC3A 8AA

### MONTHLY WATER TEMPERATURE TEST

HOT COLD

SAME HEATER	( LOUNGE	(A) *	23.4.	21.8
MULTIPOINT 30	( CLEANERS	(A) *	24.9.	21.4
30ltr. )				
	LADIES WHB		53.4.	20.8
"	DISABLED	(B) *	25.6	20.2
	GENTS.		41.7.	20.5
"	DISABLED		56.6	20.6

(A) HOT TEMP LOW = (SEE PAGE 2.) DUE TO HW HEATER

Switched off = Turned on waited to rec heat. To:

\*. LOUNGE: 53.5  
CLEANER: 53.6

(B) HOT WATER TEMP LOW BELOW MINIMUM 50° (NON THER)

(TEST IN ACCORDANCE ACOP L8)

Customer Signature: F.P.

Trident Signature: R. Edwards

Print Name: MICHAEL PUSEY

Print Name: C. Edwards

Date: 26/6/14

Time on site: 10.15.

Time off site: 10.55.

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Mica Close  
Amington Industrial Estate  
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Staffordshire B77 4DR



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## SERVICE REPORT

CLIENT: Vinci

DATE: 26/6/14

SITE ADDRESS: TK MAXX

JOB/CONTRACT NO: N368-397

ST MARY AXE

PPM JUNE

LONDON EC3A 8AA

### FAULT ON SITE:

NO HOT WATER IN LOUNGE/CLEANERS (OFF SAME HW HEATER)

LOUNGE: 23.4 CLEANERS 24.9.

FOUND SWITCHES "OFF" ON WALL SWITCH. (301TR MULTIPLEX)

TURNED BACK ON AND WAITED TO RE-HEAT.

FOR PERIOD OF 20 MINUTES.

RE-CHECKED TEMPERATURE LEFT AT: 53°

Customer Signature: PA

Trident Signature: Bennet

Print Name: MICHAEL BUSCH

Print Name: C Edwards

Date: 26/6/14

Time on site: 10.15 Time off site: 10.55

Unit 16, Darwell Park  
Mica Close  
Amington Industrial Estate  
Tamworth  
Staffordshire B77 4DR



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## SERVICE REPORT

CLIENT: JINCI

DATE: 30/5/14

SITE ADDRESS: 100 ST MARY'S AYE, LONDON  
EC3A 8AA.

JOB/CONTRACT NO:

MONTHLY WATER INSPECTION SOON COMPLETED

	HOT	COLD
FEMALE TOILETS RH SINK	53.5°C	16.6°C
MASC TOILETS RH SINK	43.3°C	16.4°C
COUNTERS -	50.7°C	16.8°C
COMMUNES ROOM PWS	52.3°C	16.9°C

PWS NEED TO BE RESET AT 60°C

Customer Signature:

Trident Signature:

Print Name: Amwick

Print Name: S. Jackson

Date: 30/5/14

Time on site: 1600

Time off site:

Unit 1, Mercian Park  
Felspar Road  
Amington Industrial Estate  
Tamworth  
Staffordshire B77 4DP  
t: 0844 335 6607  
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## SERVICE REPORT

CLIENT: VINCI FM

DATE: 14.4.14

SITE ADDRESS: TK MAXX

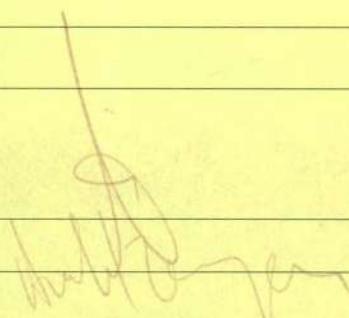
JOB/CONTRACT NO:

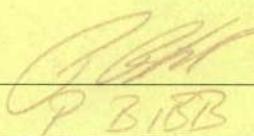
33. ST MARY'S AXE  
LONDON  
EC3A 8AA

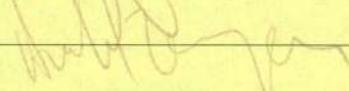
WATER TEMP CHECKS IN ACCORDANCE WITH ACOP L8

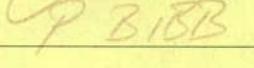
	HWS	CWS
LADIES	56.8	11.3
GENTS	56.6	11.4
CANTEEN	51.4	11.0
CLEANER'S	51.6	11.6

ALL TEMPS ARE WITHIN GUIDELINES

Customer Signature: 

Trident Signature: 

Print Name: 

Print Name: 

Date: 14.4.14

Time on site: 11.00

Time off site: \_\_\_\_\_

Unit 1, Mercian Park  
Felspar Road  
Amington Industrial Estate  
Tamworth  
Staffordshire B77 4DP  
t: 0844 335 6607  
f: 0844 576 3415  
e: info@trident-environmental.co.uk



## SERVICE REPORT

CLIENT:

VINC. FM

DATE:

14.4.14

SITE ADDRESS:

THE MAXX

JOB/CONTRACT NO:

33 ST MARYS AXE

LONDON

EC3A 8AA

ATTENDED TO REPAIR LOW VOLUME WATER  
HEATER LOCATED BEHIND A PANEL IN  
THE LADIES TOILET RESET THERMOSTAT  
POWER NOW AT THE WATER HEATER  
ALL WORKS COMPLETE

Customer Signature:

Print Name:

Trident Signature:

Print Name:

Date: 14.4.14

Time on site: 11.00

Time off site:

Unit 16, Darwell Park  
Mica Close  
Amington Industrial Estate  
Tamworth  
Staffordshire B77 4DR



t: 0844 335 6607  
f: 0844 576 3415  
e: info@trident-environmental.co.uk

## SERVICE REPORT

CLIENT: VINCI

DATE: 20/3/14

SITE ADDRESS: TK MAXX  
ST MARY AXE  
EC3A 8AA

JOB/CONTRACT NO: N368-397

PPM MARCH

### MORTALY WATER TEMPERATURES

	HOT	COLD
CLEANERS	52.5	15.6
LOUNGE	52.0	14.9

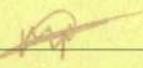
LADIES	(A) *	38.4	13.4
GENTS	*	42.5	13.9
DISABLED GENTS		59.7	13.9

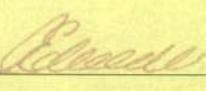
\* HOT SHOULD BE 50-60° (NOT SURE IF TMU INSTALLED?)

UNABLE TO LOCATE HOT WATER SUPPLY FDN AREA.

(A) LADIES H/W OUTLET - CAME OUT HOT WHICH TURNED ON THEN TEMP DROPPED??

### TEST IN ACCORD ACC02L8

Customer Signature: 

Trident Signature: 

Print Name: M PUSCEY

Print Name: C EDWARDS

Date: 20/3/14

Time on site: 09.40

Time off site: 10.05

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Mica Close  
Amington Industrial Estate  
Tamworth  
Staffordshire B77 4DR



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## SERVICE REPORT

CLIENT: VINCI

DATE: 19/7/14

SITE ADDRESS: TK MAXX

JOB/CONTRACT NO: N368-397

ST MARY'S AXE

LONDON

EC3A 8AA

ISSUE OF NEW LOG BOOK TO SITE MANAGER.

ADVISED TO BE KEPT IN SAFE PLACE

Customer Signature:

*Alison*

Trident Signature:

*Blanchard*

Print Name:

*LUCIA MALECKA*

Print Name:

*C EDWARDS*

Date: 19/7/14

Time on site: 9.35

Time off site: 10.05

Unit 16, Darwell Park  
Mica Close  
Amington Industrial Estate  
Tamworth  
Staffordshire B77 4DR



t: 0844 335 6607  
f: 0844 576 3415  
e:info@trident-environmental.co.uk

## SERVICE REPORT

CLIENT: VINCI

DATE: 19/2/14

SITE ADDRESS: TK MAXX

JOB/CONTRACT NO: N368-397

ST MARY'S AXE  
LONDON  
EC3A 8AA

Ppm February.

### MONTHLY WATER TEMPERATURES:

HOT COLD

GENTS

(A) 42.8

11.5-

LADIES

(A) 14.6

11.2.

LOUNGE

51.2

15.0

CLEANERS

52.4

14.6

(A) HOT SHOULD BE 50-60° UNABLE TO LOCATE HOT WATER SUPPLY FOR THIS AREA

### TEST IN ACCORDING TO PLB

Customer Signature:

M. Wilson

Trident Signature:

R. Edwards

Print Name:

MICHAEL WILSON

Print Name:

R. Edwards

Date: 19/2/14

Time on site: 9.35

Time off site: 10.05

Unit 1, Mercian Park  
Felspar Road  
Amington Industrial Estate  
Tamworth  
Staffordshire B77 4DP  
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f: 0844 576 3415  
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(D) 10/01

## SERVICE REPORT

CLIENT:

VINCI

DATE: 10/1/14

SITE ADDRESS:

TK MAXX  
SAINT MARY AXE  
EC3A 8AA.

JOB/CONTRACT NO:

PLM JANUARY

### MONTHLY WATER TEST

TAP	AREA	CLEANERS	HOT	COLD
SINKS	AREA 1	CLEANERS	① *	48.8
MIXER	"	STAFF LOUNGE	② *	47.4
MIROR	AREA 2	GENTS STAFF	③ *	41.0
"	"	LADIES <del>WOMEN'S</del> STAFF	④ *	14.0

(Informers informed Ladies is faulty Vinci aware)

A) \* HOT SHOWERS 50-60° = ADJUST TANK SET AS BATHROOM BEEN TURNED DOWN.  
SET TO MARK. (CHECK NEXT VISIT) TEMP NOW 51.0°

B) HOT SHOWERS BE 50-60° = UNABLE TO LOCATE HW HEATER TO ADJUST. ON THIS VISIT  
(NO LOG BOOK ON SITE = REQUIRED ASAP) \*

TEST IN ACCORD PEOPLE

Yesterdays test results  
Temperature  
Flow rate  
Pressure  
(Water temperature marked)

Customer Signature:

Trident Signature:

Print Name:

Print Name:

C. EDWARDS

Date: 10/1/14

Time on site: 10.40

Time off site: 11.05

Unit 1, Mercian Park  
Felspar Road  
Amington Industrial Estate  
Tamworth  
Staffordshire B77 4DP  
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## SERVICE REPORT

CLIENT: VINCI

DATE: 5/12/13

SITE ADDRESS:

JOB/CONTRACT NO:

TU MAXX  
ST MARY'S AXE  
LONDON

December PFM

### MONTUARY SERVICE VISIT

	LOCATION	HOT	COLD
SINGLES	CLEANERS (HOTWATER TANK) 30ltr	36.0 *	12.5.
	- H - STAT TURNED UP 2.0 ROMS	47.0 (measured)	
MIXED	Lounge	35.1 *	12.4
MIXED	LADIES STAFF	(A) 17.4.	12.2
	GENTS STAFF	(B) 71.2	12.4.

\* HOT SHOULD BE SO-60° = TANK STAT HAS BEEN TURNED DOWN LOW  
TURNED STAT UP TEMP INCREASED TO 47° THERM.  
( BUT WINTER TANKS BEING DRAINED ) DO NOT TURN UP TO HIGH TO AVOID OVER TEMP.  
( CAUSING TANK TO KEEP COOLING ) TO BE CHECKED next VISIT.

- (A) HOT SHOULD BE SO-60° = FAULT WITH WATER HEATER REPORTED BY MANAGER  
(B) " " " RISK OF SCALDS (MANAGER HAS REPORTED FAULTS TO  
THERM ALREADY ACCEPTED ) VINCI = NO ACTION TO DATE (HITS RISK)

(NO LOG BOOK ON SITE) BOTH COPIES SENT TO OFFICE

Customer Signature: Ewa Przytula

Trident Signature: Edmunds

Print Name: EWA PRZYTULA

Print Name: EDWARD EDMUND

Date: 05-DEC-2013 Time on site: 10:30 Time off site: 10:50

Unit 1, Mercian Park  
Felspar Road  
Amington Industrial Estate  
Tamworth  
Staffordshire B77 4DP  
t: 0844 335 6607  
f: 0844 576 3415  
e: info@trident-environmental.co.uk



## SERVICE REPORT

CLIENT: VINCI

DATE: 14/11/13

SITE ADDRESS:

JOB/CONTRACT NO:

TU MAXX

NOVEMBER PPM.

ST MARY AXE

### MONTHLY SERVICE VISIT

TAPS	LOCATION	HOT	COLD
SINGLES	CLEANERS	56.2	15.5.
(DISABLED INCLUDED)	- GENTS MIXER *	68.3	15.6
MIXER	LADIES *	19.0	15.6
	LOUNGE	54.0	16.3.
	DISABLED (IN LOCNS) *	26.5.	15.7.

(HWT-x1 LOCATED IN CLEANERS ROOM. MULTIPOINT 30)

\* NO HOT WATER HAS BEEN REPORTED = ENGIN CIR HAS VISITED  
ELECTRICAL FAULT TO BE REPAIRED.

\*\* HOT: SCALING RISK ABOVE 50-60°C RECOMMEND

TEST IN ACCORD ACOP L8

(NO LOG BOOK ON SITE)

Customer Signature: Mr Andy ...

Trident Signature: R. Deere

Print Name: Andy ...

Print Name: C Edwards

Date: 14/11/13

Time on site: 10:05

Time off site: 10:30

Unit 1, Mercian Park  
Felspar Road  
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Tamworth  
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N 200 = 340

## SERVICE REPORT

CLIENT: Vinci / Tkmaxx.

DATE: 20/09/13.

SITE ADDRESS: 33 St Mary Axe, London EC34 8AA

JOB/CONTRACT NO:

monthly Service Visit.

Location

hot<sup>oC</sup>

Cold<sup>oC</sup>

Cleaners Room

54.7

20.0

Lounge

53.9

17.8

Gents

Ⓐ 70.2

17.9

Ladies

Ⓑ 22.0

17.8

Ⓐ SCALD RISK - hot water should be 50-60<sup>oC</sup>

Ⓑ Low hot water, should be 50-60<sup>oC</sup>

Ladies - water heater behind 2nd toilet, loose electrical connection, please contact Vinci electrician

Gents - water heater behind disabled toilet, No power to heater, yet 70<sup>oC</sup> outlet???

Customer Signature:

Trident Signature:

Print Name:

Karen O'Shea

Print Name:

John Millgate

Date: 20/09/13

Time on site: 1100-

Time off site: 1155

Unit 1, Mercian Park  
Felsham Road  
Amington Industrial Estate  
Tamworth  
Staffordshire B77 4DP  
t: 0844 335 6607  
f: 0844 576 3415  
e: info@trident-environmental.co.uk



IN368 - 397D

## SERVICE REPORT

CLIENT: Vinci/HKmaxx

DATE: 24/10/13

SITE ADDRESS: 33 St Mary Axe, London EC3A 8AA

JOB/CONTRACT NO:

monthly Service visit.

Location	hot °c	cold °c
Cleaners Room	55.7	19.6
Gents	① 67.3	19.5
Ladies	② 22.0	19.1
Lounge	56.8	18.7

Log book will be delivered by Clive Edwards on November visit

- ① No hot water, should be 50-60°c.
- ② Caution Scald Risk, should be 50-60°c

Customer Signature:

Print Name:

Darren Martin

Trident Signature:

Print Name:

John Millgate

Date: 24/10/13

Time on site: 1250

Time off site: 1315

## SERVICE REPORT

CLIENT: CBRE

DATE: 22/3/18

SITE ADDRESS: TK - ST MARY'S AXE  
 33 ST MARY'S AXE, LONDON  
 EC3A 8AA

JOB/CONTRACT NO:

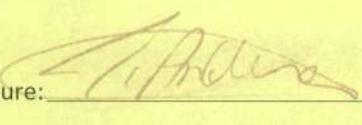
ARRIVED ON SITE TO CARRY OUT TEMPERATURE CHECKS IN ACCORDANCE WITH  
 (8 REVISION 4 AND HSG 274)

LOCATION	HUS(°C)	CWS(°C)
CANTEEN	50	13.2
CLEANERS	64.0	13.0
MATERIALS <del>STORE</del>	42.2	12.7
PHARMACEUTICAL	58.6	12.2

(50) - SCald RISK TEMPERATURE SHOULD BE 50°C - 60°C (LUVIT ADVISED  
 DOWN RETEST NOT VERT)

(\*) - TEMPERATURE LOW SHOULD BE 50°C - 60°C (INSTRUCTION  
 REQUIRED)

ALL OTHER TEMPERATURES HAVE PASSED

Customer Signature: 

Trident Signature: 

Print Name: \_\_\_\_\_

Print Name: A.WG33

Date: 22/3/18

Time on site: 14:50

Time off site: 15:05