

# Housekeeping Guidelines for Cold and Hot Water Systems for Building Management

## Good Practice and Measures For Prevention of Legionnaires' Disease

Secretariat, Prevention of Legionnaires' Disease Committee, Hong Kong

Address: 3 Kai Shing Street, Kowloon, Hong Kong

Tel.: 3757 6156 Fax: 2890 6081

**1** Arrange to drain/purge at least once a week the infrequently used water outlets (e.g. water taps, shower heads, cold/hot water outlets etc.) and unavoidable stagnant points of the pipework for at least one minute See Note 1 to remove stagnant water inside pipes.



**2** Drain and clean water storage tanks at least quarterly in accordance with Water Supplies Department (WSD)'s guidelines:  
<https://www.wsd.gov.hk/filemanager/article/en/upload/283/cir0212.pdf> (guidelines on cleansing and disinfection of fresh water inside service)  
<https://www.wsd.gov.hk/en/faqs/index.html#12-205> (WSD's guidelines for cleansing of fresh water tanks)



**3** Strainers in water taps and shower heads should be inspected, cleaned, descaled and disinfected regularly or on a frequency defined by the proper risk evaluation, taking account of the manufacturer's recommendations. If domestic water filters are installed by individual users, the building management agent should advise them to clean or change the filters periodically according to the manufacturer's recommendations.



See Note 2

[Note1: For measures to reduce risk of lead from water pipework, please refer to WSD's leaflet "Water Use Tips: How to reduce the risk of lead intake". (<http://www.wsd.gov.hk>)]

[Note2: Installation of domestic water filters is not recommended by WSD due to potential health hazards if not properly maintained.]

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**4** Arrange regular inspection of plumbing system by maintenance agent on a quarterly basis. The building management agent should also report any visual defects/ irregularities of the plumbing system to the maintenance agent immediately for prompt checking and repair.



**5** Notify the maintenance agent immediately for necessary follow-up action whenever water stagnation in pipes is found.



**6** Keep proper records of all activities of inspections, repairs, cleaning, draining/purging, and follow-up actions on the incidents of the plumbing system.



For more information on precautions of cold and hot water supply systems in buildings, please refer to the Code of Practice for Prevention of Legionnaires' Disease published by the Prevention of Legionnaires' Disease Committee (<http://www.emsd.gov.hk>).