Legionella flushing and temperature log

Two routine checks most small buildings keep, from the Health and Safety Executive's guidance (HSG274 Part 2). Each week, run any tap, shower or hose that hasn't been used, until the water runs at its normal temperature. Each month, check the temperatures on the next page. Your legionella risk assessment sets what your building needs.

Building _____ Year _____ Kept by _____

Weekly flushing of little-used outlets

List the outlets that aren't used every week, for example an upstairs toilet, a disabled shower, an outside tap or a kitchen used once a month.

Outlet 1 _____ Outlet 2 _____ Outlet 3 _____

Outlet 4 _____ Outlet 5 _____ Outlet 6 _____

Week starting	Outlets flushed (numbers)	Anything wrong	Initials	Week starting	Outlets flushed (numbers)	Anything wrong	Initials

Monthly temperature checks

Use a thermometer in the flow of water. Check the tap nearest the hot water heater and the one furthest from it, and the same for cold. Hot: at least 50°C within one minute. Cold: below 20°C within two minutes. Stored hot water (cylinder or calorifier, where you can check it): at least 60°C. A tap fed through a mixing valve runs cooler on purpose; write “mixed” for it.

Month	Nearest hot tap (°C)	Furthest hot tap (°C)	Nearest cold tap (°C)	Furthest cold tap (°C)	Stored hot (°C)	Initials

Every three months

Date	Showerheads and hoses cleaned and descaled	Anything wrong	Initials

Readings outside the range, and what was done (date, outlet, reading, action, by whom)

Legionella risk assessment last done (date, by whom)

Next review due