



TEAM's Flushing Guidance

TEAMS 2.0

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NPS Infinity
1st Floor, No. 1 Smithy Court
Pemberton Business Park
Smithy Brook Road
WN3 6PS
01942 610666



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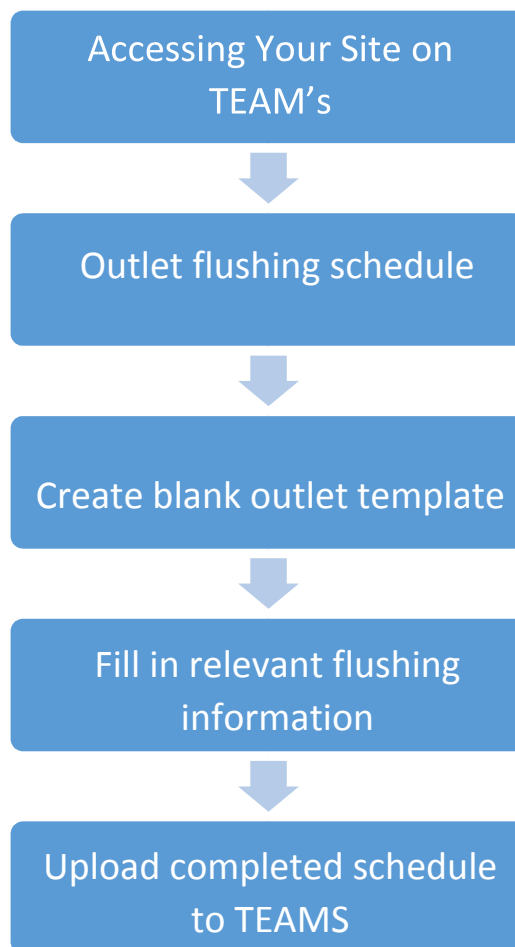
1 Executive Summary

- 1.1 This instruction is to cover the process of using an outlet flushing schedule.
- 1.2 This includes downloading relative forms from TEAMS and uploading the completed checks.
- 1.3 It also covers how to change/edit outlets using the portal.
- 1.4 Below is a table of the key wordage and reference to the local terms.

TEAM'S	Local	Meaning
Asset	Asset	This is a serviceable item. For example an air conditional unit or auto door etc.
Special Needs	Warnings	These are warning signs for our people to see when going to a property. For example asbestos, no lone working etc.
Outlet	Outlet	A tap/ fountain/ shower an asset where water can be released.
Flushing	Flushing	Releasing of any water stored in pipe work for a period of time.

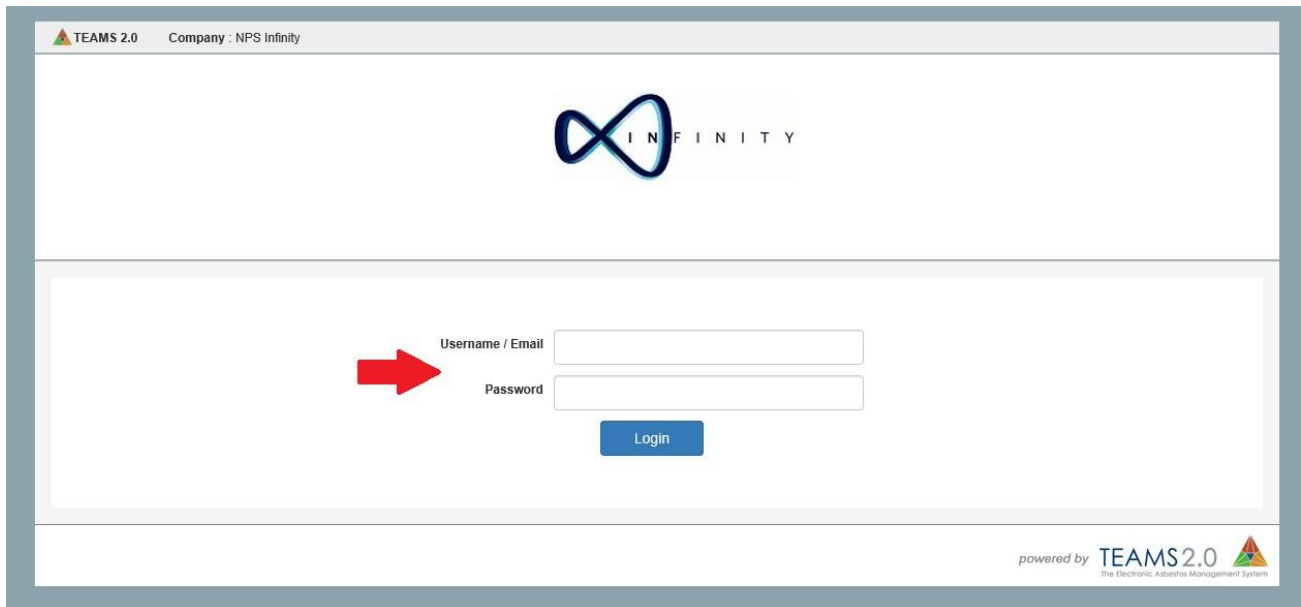
2 Flow Chart

2.1 The below will show the flow chart of the relevant area:



3 Logging on to your TEAM's Portal

- 3.1 Using the logon details you have been issued, log on to your TEAM's portal by visiting: <http://portal.hamsonbarronsmith.com/Account/Login>



TEAMS 2.0 Company : NPS Infinity

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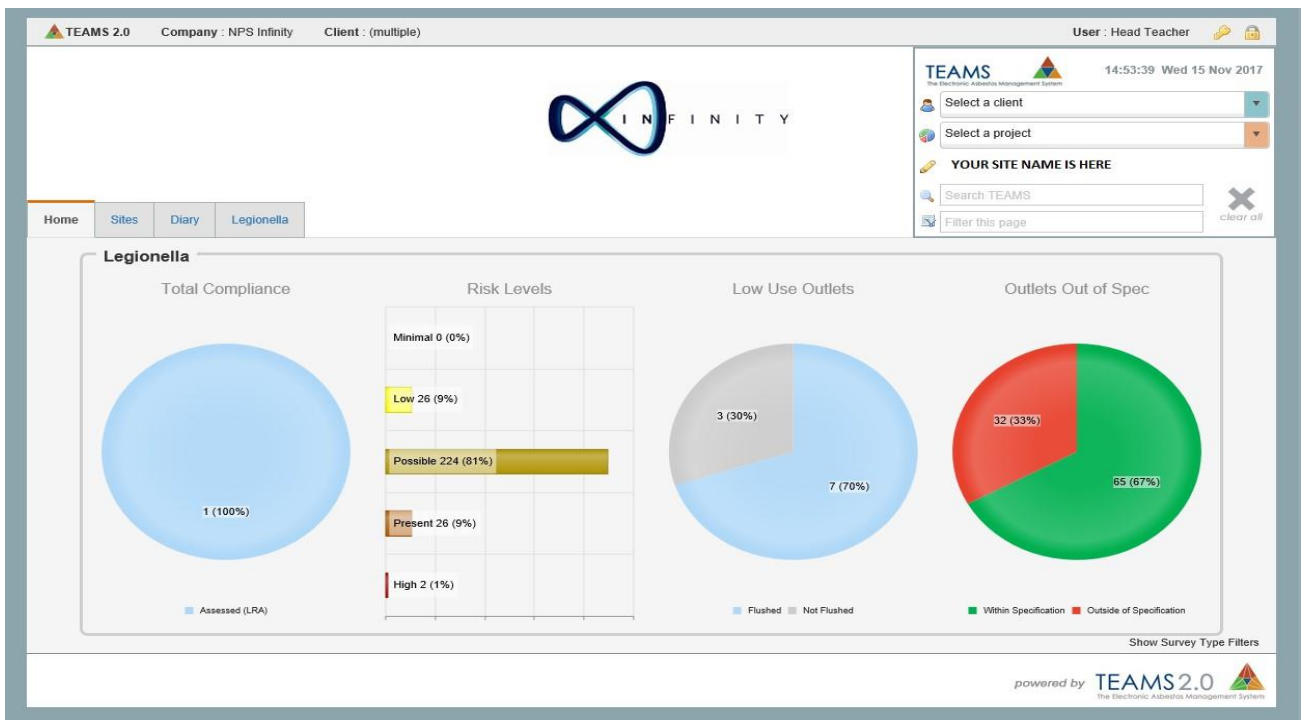
Username / Email

Password

Login

powered by TEAM'S 2.0 The Electronic Asbestos Management System

- 3.2 Once you have logged on to your site you will then see the following screen.





3.3 The screen shown on the previous page is your sites home screen. This screen gives quick link access to information collated by your monthly monitoring.

If you hover over and click on the different charts you are able to see key factor reports generated by your monitoring visits or risk assessments carried out.

3.4 What do the charts mean?

- **Total Compliance**

Risk assessment completed – this will show at 100% at all sites even if full risk assessment has not been completed because we are required to complete a basic risk assessment to enable monthly monitoring. This will only identify where in the building outlets are located and should not be used as a full risk assessment. If you have purchased a full assessment the system will be able to also identify outlets which require flushing and list all outlets within building.

- **Risk Levels**

1. Minimal – No identifiable risk present
2. Low – There is a low risk identified
3. Possible – There is a possible risk identified
4. Present – A risk is noted and action/further monitoring may be required
5. High- A definite risk has been identified and action is required

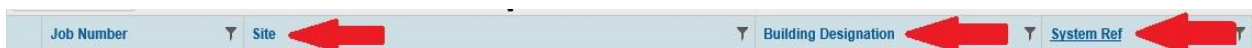
- **Low Use Outlets**

This shows how many low use outlets are located in the building and shows current status of flushing recorded.

- **Outlets Out of Spec**

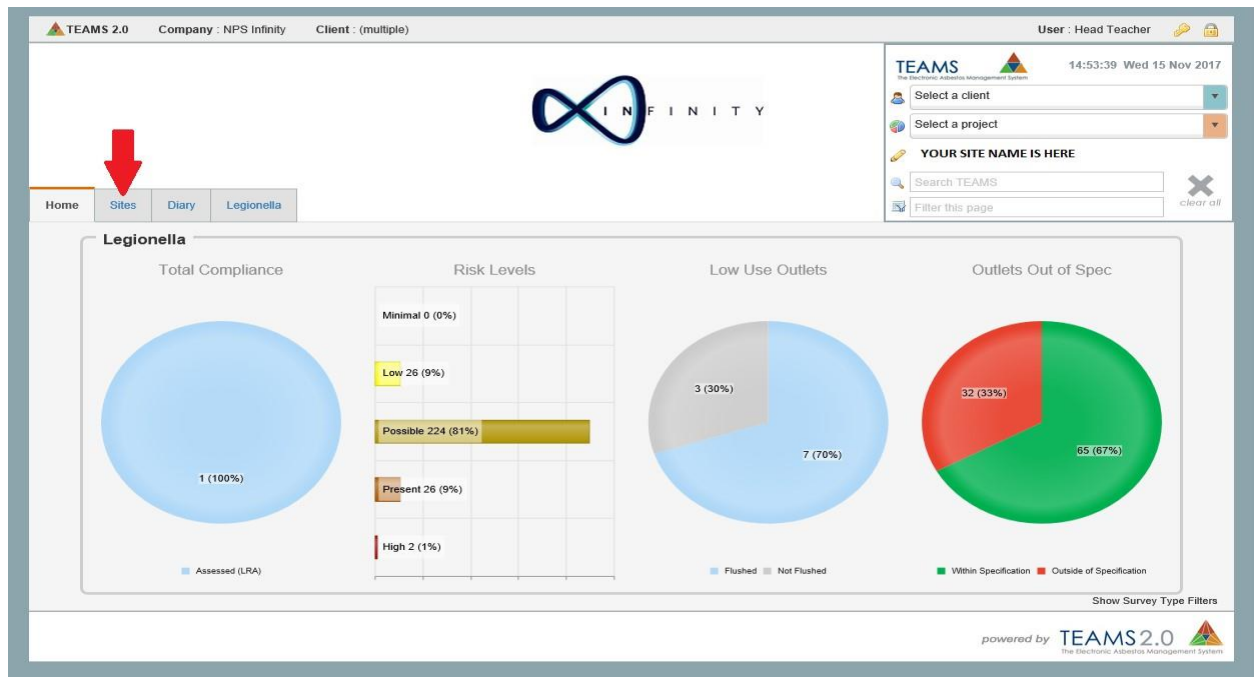
1. Within specification: when temperatures were recorded, outlets produced temperatures within safe recommended range.
2. Outside of specification: when temperatures were recorded outlets were outside of recommended range. (This does not always mean you have an immediate issue. If this issue, arises consecutively at the same outlet on 3 visits we would then advise that further action may be required).

3.5 You are able to arrange any item on a report for easier viewing by clicking on column header as below

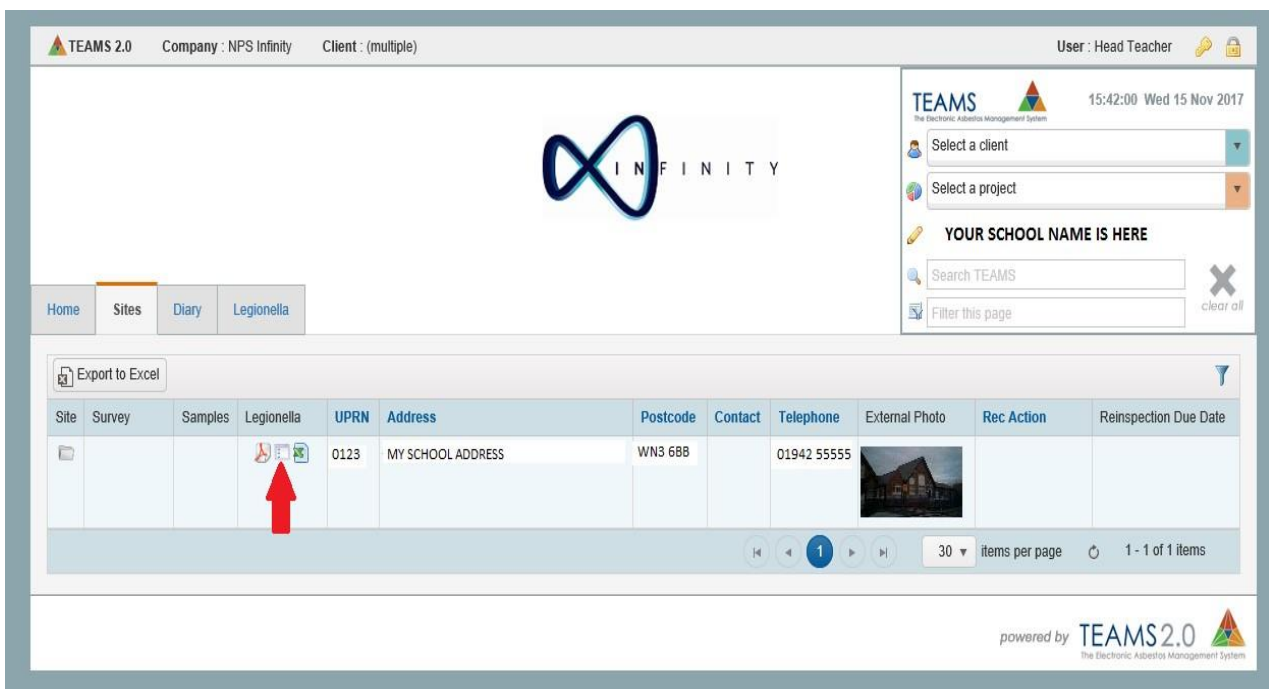


4 Locating Flushing Information

4.1 To carry out flushing click on the 'sites' tab as below:





4.2 On the next screen click on the **Task Icon** as shown.



The screenshot shows the TEAMS 2.0 interface with the 'Task Icon' highlighted in the 'Legionella' column of the data table.

Export to Excel

Site	Survey	Samples	Legionella	UPRN	Address	Postcode	Contact	Telephone	External Photo	Rec Action	Reinspection Due Date
				0123	MY SCHOOL ADDRESS	WN3 6BB		01942 55555			

30 items per page 1 - 1 of 1 items

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4.3 Task Icon



4.4 On the next screen click on the 'flushing records'.

Site Log Book

Site Log Book Summary (EXPAND ALL)

View Tasks

Standard Operating Criteria

Assignment of Responsibilities

Outlet Temperature Monitoring

Flushing Records

Mains water supply

CWST

Calorifiers

POU

Instantaneous water heaters

Showers

TMVs

Deadlegs

Other system

Site Log Book Summary


Site Address

MY SCHOOL ADDRESS

UPRN

01234

Site Photo



Date of next risk assessment

1 Oct 2019

Building Summary

This site is a Primary School which consists of approximately 420 pupils and 70 staff.

Legionella Surveys

- 2 Nov 2017 to 7 Nov 2017 - J002217 Legionella Risk Assessment
- 5 Oct 2017 - J002006 Monthly Temperatures
- 11 Sep 2017 - J001838 Monthly Temperatures
- 30 Aug 2017 - J001786 Monthly Temperatures
- 14 Aug 2017 - J001676 Monthly Temperatures
- 11 Jul 2017 - J001510 Monthly Temperatures

Latest Schematic Diagram

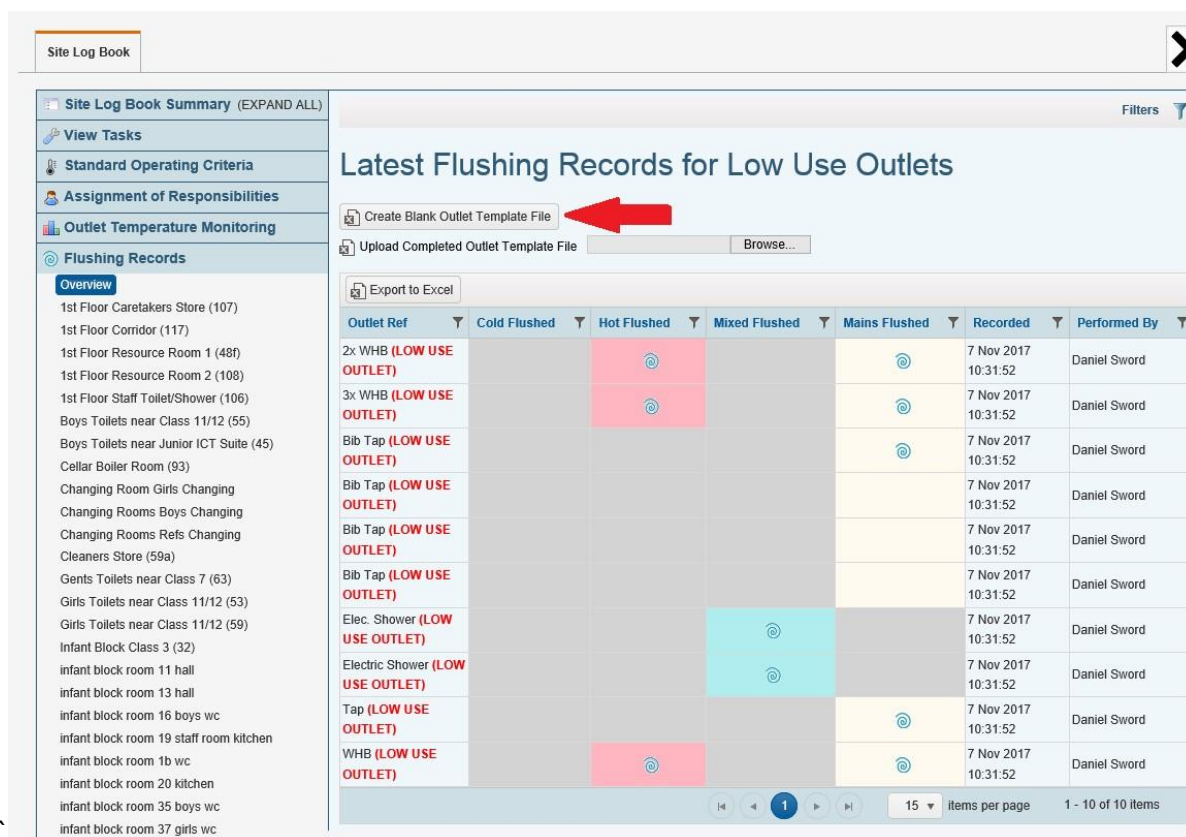
No floorplan available.

4.5 Then select 'overview' to see required flushing screen.



5 Creating a Flushing Template

- 5.1 To create a flushing record extract a template by clicking 'Create Blank Outlet Template':



The screenshot shows the 'Site Log Book' interface. On the left is a sidebar with a 'Flushing Records' section containing an 'Overview' link and a list of locations. The main area is titled 'Latest Flushing Records for Low Use Outlets'. It features a 'Create Blank Outlet Template File' button (highlighted with a red arrow), an 'Upload Completed Outlet Template File' button with a 'Browse...' link, and an 'Export to Excel' button. Below these is a table with columns: Outlet Ref, Cold Flushed, Hot Flushed, Mixed Flushed, Mains Flushed, Recorded, and Performed By. The table lists 10 items, all recorded on 7 Nov 2017 at 10:31:52 by Daniel Sword. The 'Outlet Ref' column includes labels like '2x WHB (LOW USE OUTLET)', '3x WHB (LOW USE OUTLET)', 'Bib Tap (LOW USE OUTLET)', 'Elec. Shower (LOW USE OUTLET)', and 'Tap (LOW USE OUTLET)'. The 'Cold Flushed', 'Hot Flushed', and 'Mixed Flushed' columns contain circular icons indicating the flushing status.

- 5.2 Save the generated excel document to your computer and open the file.

- 5.3 The file will have a list of outlets that need to be flushed. This will be site specific and so will not be identical to the image below.

1	Outlet ID - DON'T MODIFY	Outlet Description	Flushed Cold	Flushed Hot	Flushed Mixed	Flushed Mains	Performed by Third Party OR leave blank	Comment	Recorded
2	19302	1st Floor Staff Toilet/Shower (10) (Elec. Shower)	N/A	N/A		N/A			
3	19285	Cellar Boiler Room (13) (Tap)	N/A	N/A	N/A				
4	19341	Changing Room Girls Changing (3x WHB)	N/A		N/A				
5	19340	Changing Rooms Boys Changing (2x WHB)	N/A		N/A				
6	19339	Changing Rooms Refs Changing (Electric Shower)	N/A	N/A		N/A			
7	19338	Changing Rooms Refs Changing (WHB)	N/A		N/A				
8	19305	Kitchen Block 1st Floor Plant Room (134) (Bib Tap)	N/A	N/A	N/A				
9	19343	Outside Changing Rooms (Bib Tap)	N/A	N/A	N/A				
10	19318	Outside Infants Block Boiler Room (27) (Bib Tap)	N/A	N/A	N/A				
11	19342	Outside Pre School (Bib Tap)	N/A	N/A	N/A				



- 5.4 Using this sheet you will be able to identify the location of outlets to be flushed. The blank cells show what outlet requires flushing.
- 5.5 To complete the flushing regime allow water to run from each outlet for approximately 2 minutes. The Purpose of this is to ensure any water standing in pipework has been dispersed.
- 5.6 Add a Y in each blank box under **'flushed cold'**, **'flushed hot'**, **'flushed mixed'**, and **'flushed mains'** columns when you have flushed each outlet. Add your job title in the **'Performed by 3rd Party'** column and add the date to the **'recorded'** column. Save the document.
- 5.7 Once you have completed the flushing you will need to update TEAM's using the information you have collated on spread sheet.
Click **'browse'** and upload the saved template file.

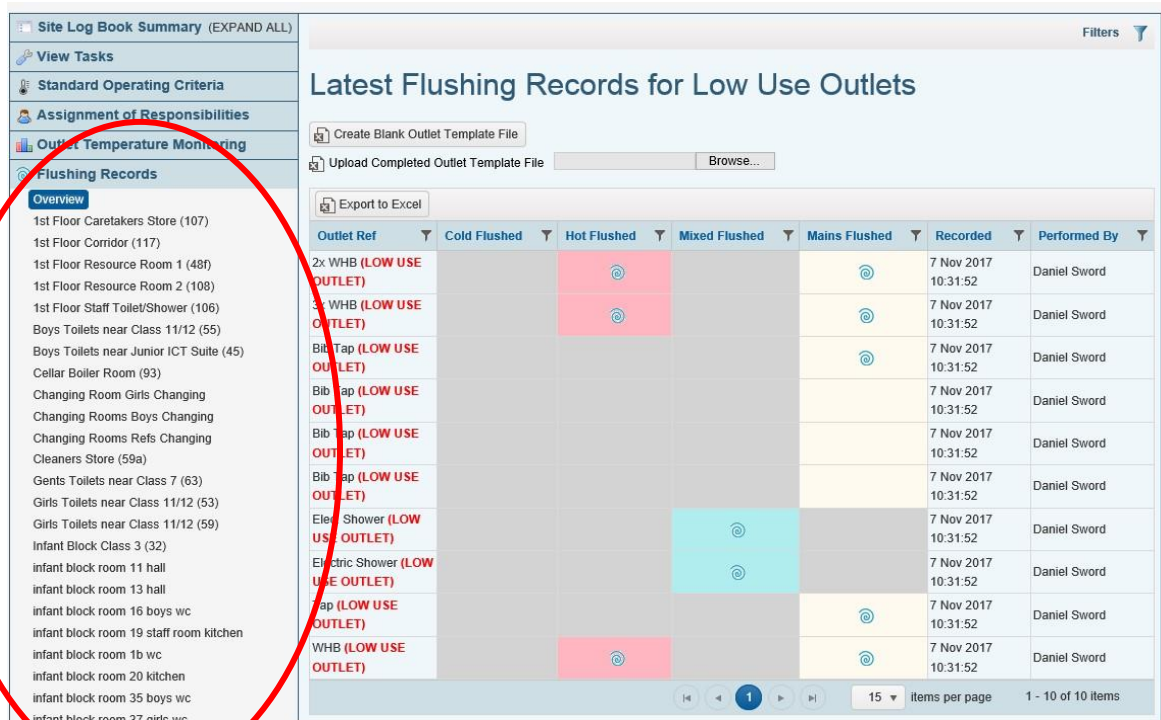
When the page refreshes the flushing record will be updated.

Site Log Book Summary (EXPAND ALL)		Filters					
View Tasks							
Standard Operating Criteria							
Assignment of Responsibilities							
Outlet Temperature Monitoring							
Flushing Records							
Overview							
1st Floor Caretakers Store (107)							
1st Floor Corridor (117)							
1st Floor Resource Room 1 (48f)							
1st Floor Resource Room 2 (108)							
1st Floor Staff Toilet/Shower (106)							
Boys Toilets near Class 11/12 (55)							
Boys Toilets near Junior ICT Suite (45)							
Cellar Boiler Room (93)							
Changing Room Girls Changing							
Changing Rooms Boys Changing							
Changing Rooms Refs Changing							
Cleaners Store (59a)							
Gents Toilets near Class 7 (63)							
Girls Toilets near Class 11/12 (53)							
Girls Toilets near Class 11/12 (59)							
Infant Block Class 3 (32)							
infant block room 11 hall							
infant block room 13 hall							
infant block room 16 boys wc							
infant block room 19 staff room kitchen							
infant block room 1b wc							
infant block room 20 kitchen							
infant block room 35 boys wc							
infant block room 37 girls wc							

Latest Flushing Records for Low Use Outlets							
Create Blank Outlet Template File							
Upload Completed Outlet Template File <input type="button" value="Browse..."/>							
Export to Excel							
Outlet Ref	Cold Flushed	Hot Flushed	Mixed Flushed	Mains Flushed	Recorded	Performed By	
2x WHB (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword	
3x WHB (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword	
Bib Tap (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword	
Bib Tap (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword	
Bib Tap (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword	
Bib Tap (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword	
Elec. Shower (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword	
Electric Shower (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword	
Tap (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword	
WHB (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword	

6 Amending TEAM's Flushed Outlets

- 6.1 You may need to add, change or remove outlets from the flushing records section if it is wrong or if the outlet status changes. To do this select location of outlet that needs changing using left hand pane.



Site Log Book Summary (EXPAND ALL)

- View Tasks
- Standard Operating Criteria
- Assignment of Responsibilities
- Outlet Temperature Monitoring
- Flushing Records**
 - Overview
 - 1st Floor Caretakers Store (107)
 - 1st Floor Corridor (117)
 - 1st Floor Resource Room 1 (48f)
 - 1st Floor Resource Room 2 (108)
 - 1st Floor Staff Toilet/Shower (106)
 - Boys Toilets near Class 11/12 (55)
 - Boys Toilets near Junior ICT Suite (45)
 - Cellar Boiler Room (93)
 - Changing Room Girls Changing
 - Changing Rooms Boys Changing
 - Changing Rooms Refs Changing
 - Cleaners Store (59a)
 - Gents Toilets near Class 7 (63)
 - Girls Toilets near Class 11/12 (53)
 - Girls Toilets near Class 11/12 (59)
 - Infant Block Class 3 (32)
 - infant block room 11 hall
 - infant block room 13 hall
 - infant block room 16 boys wc
 - infant block room 19 staff room kitchen
 - infant block room 1b wc
 - infant block room 20 kitchen
 - infant block room 35 boys wc
 - infant block room 37 girls wc

Latest Flushing Records for Low Use Outlets

Create Blank Outlet Template File

Upload Completed Outlet Template File

Export to Excel

Outlet Ref	Cold Flushed	Hot Flushed	Mixed Flushed	Mains Flushed	Recorded	Performed By
2x WHB (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword
3x WHB (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword
Bib Tap (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword
Bib Tap (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword
Bib Tap (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword
Bib Tap (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword
Electric Shower (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword
Electric Shower (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword
Tap (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword
WHB (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword

15 items per page 1 - 10 of 10 items

- 6.2 On the screen shown below click 'Add Flushing Records'.



Site Log Book

Site Log Book Summary (EXPAND ALL)

- View Tasks
- Standard Operating Criteria
- Assignment of Responsibilities
- Outlet Temperature Monitoring
- Asset Temperature Monitoring
- Flushing Records**
 - Overview
 - Boys Toilets (2)
 - Boys Toilets (2)
 - Boys Toilets (34b)
 - Butterfly Room (7)
 - Butterfly Room (7)
 - Cleaners Store (25)
 - Cleaners Store (47)
 - Cleaners Store (47)

Latest Flushing Records for Playground

Export to Excel

Outlet Ref	Cold Flushed	Hot Flushed	Mixed Flushed	Mains Flushed	Recorded	Performed By	Comments
Bib Tap (LOW USE OUTLET)					7 Nov 2017 09:02:19	Daniel Sword	

15 items per page 1 - 1 of 1 items

Add Flushing Records

- 6.3 From this screen you can select the outlet you wish to change. If it is no longer a low use outlet and does not need flushing, untick '**Low Use Cold/Hot/Low/Mains**'. Similarly, if an outlet becomes low use, you will need to tick the '**Low Use**' box.

- 6.4 From this screen you can also add a flushing record. Add the name of the individual who flushed the outlet in '**Performed by Third Party**', add a date and time and then click '**Add Record**'.
- 6.5 Repeat this step for every outlet you wish to add or change.
- 6.6 Your updated flushing records will now show on the flushing '**Overview**' page. This will show a new row for each outlet completed alongside a swirl for outlet flushed.

Site Log Book Summary (EXPAND ALL)		Filters					
View Tasks							
Standard Operating Criteria							
Assignment of Responsibilities							
Outlet Temperature Monitoring							
Flushing Records							
Overview							
1st Floor Caretakers Store (107)							
1st Floor Corridor (117)							
1st Floor Resource Room 1 (48f)							
1st Floor Resource Room 2 (108)							
1st Floor Staff Toilet/Shower (106)							
Boys Toilets near Class 11/12 (55)							
Boys Toilets near Junior ICT Suite (45)							
Cellar Boiler Room (93)							
Changing Room Girls Changing							
Changing Rooms Boys Changing							
Changing Rooms Refs Changing							
Cleaners Store (59a)							
Gents Toilets near Class 7 (63)							
Girls Toilets near Class 11/12 (53)							
Girls Toilets near Class 11/12 (59)							
Infant Block Class 3 (32)							
infant block room 11 hall							
infant block room 13 hall							
infant block room 16 boys wc							
infant block room 19 staff room kitchen							
infant block room 1b wc							
infant block room 20 kitchen							
infant block room 35 boys wc							
infant block room 37 girls wc							

Latest Flushing Records for Low Use Outlets							
Create Blank Outlet Template File							
Upload Completed Outlet Template File <input type="button" value="Browse..."/>							
Export to Excel							
Outlet Ref	Cold Flushed	Hot Flushed	Mixed Flushed	Mains Flushed	Recorded	Performed By	
2x WHB (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword	
3x WHB (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword	
Bib Tap (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword	
Bib Tap (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword	
Bib Tap (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword	
Bib Tap (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword	
Elec. Shower (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword	
Electric Shower (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword	
Tap (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword	
WHB (LOW USE OUTLET)					7 Nov 2017 10:31:52	Daniel Sword	



Congratulations you have now updated your flushing records.

Should you encounter any difficulties please email enquiries@NPSInfinity.com and we will get back to you as soon as possible.

Don't forget to visit <http://npsinfinity.com/training/> to view our guidance videos.