

ASSET ID / PLANT No.:		DATE :	
SITE ADDRESS:		QUU WORK ORDER:	

**Outcome / Purpose** – To ensure the Hot Water System remain safe and in service and fully operational.

**TASKS**

1. **Notify QUU**– Notify QUU Control Room and relevant other QUU site contacts of arrival on site.
2. **Before Photos** – Provide a photo of the Hot water system being serviced.
3. **Service the Hot Water System** – Licenced Plumber/Gas Fitter to carry out a full service on the Hot Water System including the storage tank, all pipework and associated components and fittings in accordance with the manufactures recommendations and requirements to ensure the Hot Water System is safe and fully operation and functioning correctly. The service should at least include the following:
  - a. **Storage Tank** – Inspect the storage tank for signs of leaks, corrosion, deterioration or damage.
  - b. **Pipework** – Check all connected pipework for leaks, damage and deterioration.
  - c. **Temperature and Pressure Relief Valve** – Check operation and discharge point
  - d. **Drain Valve** – Check operation of drain valve and drain and flush the system if required.
  - e. **Sacrificial Anode** – Check the condition of sacrificial Anode.
  - f. **Burner or Electrics** – Check the function of the burner on gas systems and the electrics and electrical connections on electric systems.
  - g. **Thermostat** – Check the thermostat calibration and adjust if required to ensure setting is adequate to prevent Legionella bacteria growth.
  - h. **Water Temperatures** – Check both the hot and warm water temperatures at the HWS and also at the taps
  - i. **Water Quality** – Check and test the water quality including pH, alkalinity
  - j. **Legionella** – If measured temperatures are less than 60 degrees then undertake testing for legionella bacteria and provide clearance report on testing and attach to this service form.
  - k. **Clearances, location and ventilation** – Check that there is adequate clearances and ventilation for the HWS.
  - l. **Any other Service Works** - Undertake servicing for any other component to the Hot water system remains fully operational.
4. **Service Photos** – Provide photos of each component serviced.
5. **Additional Corrective Photos** – Provide photos of any additional corrective maintenance items listed.
6. **Hot Water System Service Form** – Complete the inspection report (FOR937) in full and attach any additional third party report by the service technician.
7. **Notify QUU**– Notify QUU Control Room and Relevant QUU site Contacts that the HWS Maintenance works are complete and any have been locked and of departure from site.

AUTOMATIC GATE SERVICE		Yes	No	N/A
1.	Has the Hot Water System been fully serviced in accordance with the above tasks and manufactures recommendations?			
2.	Is the Hot Water System functioning correctly and fully operational?			
3.	Are all valves fully operational and functioning?			
4.	Is the water temperature adequate in the storage tank?			
5.	Is the water temperature delivered to the taps adequate?			
6.	Is the water temperature adequate to prevent legionella bacteria growth?			
7.	Have all before photos been taken?			
8.	Have all service photos been taken?			

9. List any additional tasks undertaken as part of this service not included in the task list above:

ADDITIONAL CORRECTIVE WORKS	Yes	No	N/A
10. Are any additional Corrective Works required?			

**Corrective Works Required/ Quantities /Additional Comments**

Use the space below to provide details of any additional corrective works including the quantity/extent of the work. Photos shall be provided for each items identified as needing corrective works.

**CORRECTIVE WORK PRIORITY**

Low ☐ Medium ☐ High ☐

Photo 1 - Before

Photo - Service Photo

Photo - Service Photo	Photo - Service Photo
Photo - Additional Corrective	Photo - Additional Corrective
Photo - Additional Corrective	Photo - Additional Corrective

Technician Name (Print Name):	Date:
Plumber / Gas Fitter Licence and Qualifications:	
Signed:	Date: