

SAN JACINTO COLLEGE

Facilities Services

PROCEDURE

MANUAL:	Facilities Services	PROC. NO:	FS-PR-3.22
TITLE:	Domestic Water Systems Recommissioning/Flushing	ORIG. DATE:	08/18/2021
RESP:	Assoc. Vice Chancellor – Facilities Services	EFF. DATE:	08/18/2021
REV. BY:	Director Support Services – Facilities Services		

SCOPE

Due to potential impact related to interruptions in service as a result of a newly constructed, renovated, or repaired potable water supply lines; all reintroduced water service shall be preceded by disinfection and testing activities.

All new and re-introduced water lines must be cleaned, disinfected, flushed, and must pass testing for chlorine concentration and coliform absence before being put into use.

Safety Health and Environmental Risk Management (SHERM) will review and if appropriate, approve the cleaning and disinfection procedures. Facilities Services and contractor will schedule a meeting with SHERM prior to disinfection work commencement. The Facilities Services department will maintain procedural guidance to ensure appropriate potable water infrastructure and all related processes for maintenance and repair.

DEFINITIONS

Facilities Services – The Facilities Services department’s objective is to serve the College community by providing a safe, comfortable, clean and aesthetically pleasing environment for our College students, faculty, staff and visitors. The Facilities Operations group within Facilities Services provides day-to-day maintenance support of all College facilities and campuses. The Facilities Operations group is supported by the Facilities Support Services group providing contractual, fiscal, and administrative support for all Facilities Services personnel.

Personnel – People with various skills, knowledge, and expertise managed to serve the needs of the College with regards to physical assets. This includes both College employees and contract employees.

Potable Water Systems - Potable water systems provide drinking water to students, staff, and constituents served by the College.

Processes - Practiced and proven policy, procedures, guidance, and instruction usually in the form of written procedure. This can live at the Facilities Services level or at other levels within or exterior to the institution. Examples are College level [policies and procedures](#), internal departmental procedures, and external guidance usually in the form of code compliance regulation.

ROLES AND RESPONSIBILITIES

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Associate Vice Chancellor of Facilities Services – Overall responsibility for continuity of operations and providing for a safe, comfortable, clean and aesthetically pleasing environment for our College students, faculty, staff and visitors.

Facilities Operations Director – Responsible for management of resources in support of continued College operations.

Facilities Support Services Director – Responsible for oversight of Continuity Plan documentation and review as well as providing contractual, fiscal, and administrative support to the Facilities Operations group.

Trades Supervisor – Responsible for ensuring proper adherence to procedures and utilization of available resources to provide for scheduling, execution, and closure of work order tasks.

Safety Health and Environmental Risk Management (SHERM) – Responsible for review and approval the cleaning and disinfection process, review of testing results, and release of system for use.

Contractor – Responsible for satisfactory cleaning, disinfection, flushing, and testing of water system.

PROCEDURES

- I. Facilities Services is responsible for serviceability of all potable water systems within the College District.
 - A. This includes all District campuses and owned facilities.
 - B. Leased or other facilities utilized under agreement or understanding are excluded as maintenance responsibility falls upon the owner of the property.
 - i. Edge Center
 - ii. Business Center
 - iii. Bezo’s Child Care
- II. Safety Health and Environmental Risk Management (SHERM) will review and if appropriate, approve the cleaning and disinfection procedures. Facilities Services and contractor will schedule a meeting with SHERM prior to disinfection work commencement.
- III. Facilities Services will ensure acceptability of any modernized or repaired potable water supply system within the Department’s jurisdiction.

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- A. Repairs and modernized lines will follow general testing procedures for plumbing systems, subsystems, and equipment as outlined in the College’s Commissioning Specification 22 01 00 paragraph 3.6
- i. Pipe system cleaning, flushing, hydrostatic test and chemical treatment requirements are specified in Division 22 piping Sections. Plumbing Subcontractor shall prepare a pipe system cleaning, flushing, and hydrostatic testing plan.
 - ii. Provide cleaning, flushing, testing, and treating plan and final reports to the commissioning agent or college representative.
 - iii. Plan shall include the following
 - a. Sequence of testing and testing procedures for each section of pipe to be tested, identified by pipe zone or sector identification marker. Markers shall be keyed to Drawings for each pipe sector, showing the physical location of each designated pipe test section. Drawings keyed to pipe zones or sectors shall be formatted to allow each section of piping to be physically located and identified when referred to in pipe system cleaning, flushing, hydrostatic testing, and chemical treatment plan.
 - b. Description of equipment for flushing operations.
 - c. Minimum flushing water velocity.
 - d. Tracking checklist for managing and ensuring that all pipe sections have been cleaned, flushed, hydrostatically tested, and chemically treated.

IV. Appendices

- A. San Jacinto College District Design Standards
 - i. MEP Guidelines, Commissioning, Etc. IV Commissioning
- B. Recommended guidance for debris flush for the recommissioning of water system after shutdown
 - i. Notify Facilities Life Safety and Police Department that lines are being flushed in case check valve fails on fire system and sends low pressure alarm.
 - ii. Immediately inspect backflow preventers for leakage if repressurizing water system.
 - iii. Open valves on fire hydrants which are at corners or end runs. Flush for ten minutes.
 - iv. Go to one toilet in each restroom. Remove pin in flush valve. Let water run for five minutes.
 - v. Written verification of accomplished Facilities Services tasks are documented and stored electronically.

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C. Recommended guidance for water system disinfection flush

- i. Wait for utility supply district to lift any mandatory boiling/curtailment requirements.
- ii. Notify Facilities Support Services Manager, and Police Department that lines are being flushed in case check valve fails on fire system and sends low pressure alarm.
- iii. Immediately inspect backflow preventers for leakage if re-pressurizing water system.
- iv. Open valves on fire hydrants which are at corners or end runs and flush for ten minutes.
- v. Go to one toilet in each restroom. Remove pin in flush valve and flush for five minutes.
- vi. Small lines to break rooms or private bathrooms will need to be flushed at faucets for five minutes.
- vii. Flush Water fountains for five minutes.
- viii. Flush coffee makers for five minutes. This is accomplished by the occupant and not Facilities Services.
- ix. Empty ice makers. Run once again, empty all ice. This is accomplished by the occupant on refrigerator ice makers. Facilities Services will address commercial icemakers only.
- x. Written verification of accomplished Facilities Services tasks are documented and stored electronically.