

✓ Checklist

OPEN  SAFE

Recommission, Inspect, Disinfect (RID)



Ensuring Building Safety Post COVID-19

As a result of building closings due to COVID-19, there's now an additional risk to consider when reopening and recommissioning dormant equipment. Several weeks of zero flow, low flow, and tempered water can result in an increased risk of Legionella, microbiological growth, leeching heavy metals, and increased corrosion within our plumbing systems. Help ensure optimal levels of safety and efficiency during the recommissioning, inspection, and disinfection process with the following checklist.

NOTICE: This checklist is provided for your individual use. Watts makes no representations that this checklist accounts for all issues that must be considered when reopening commercial buildings post COVID-19. Watts expressly disclaims any liability regarding the sufficiency of any reopening strategy made in conjunction with the use of this checklist.

Checklist: Recommission, Inspect, Disinfect (RID)

Equipment	Complete?	Date Performed	Performed By	Water Management Plan Updated?
Digital Thermostatic Mixing				
During/Before Closing	Ideally drain the piping system prior to closing if planned to be closed for a period of time	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ / _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If draining the system isn't an option increase production and storage of hot water above 150°F and keep the building pump running at full temperature by bypassing a TMV or setting the DMV to full hot	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ / _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
At Reopening	Conduct a periodic purge of all the dead legs will keep the system reasonably clean	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ / _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Conduct either a high-temperature water purge, hyper chlorination shock or both	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ / _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Calibration of mixing valves in general is not needed but if deemed so perform a calibration	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ / _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	After reopening ensure tempering valves are maintaining the desired temperature	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ / _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Backflow Prevention				
Backflow Prevention	Conduct a visual inspection	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ / _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If the water supply was completely shut off and pressure decreased re-pressurize all reduced pressure zone units and close the relief valve	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ / _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Re-pressurize all pressure breaker valves and close the relief valve	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ / _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Conduct a check of the pressure breaker valve	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ / _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Gas Connectors				
Gas Connectors	When turning equipment back on use FloPro™-MD to ensure its operating to manufacturer specification	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ / _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Verify proper gas supply to any gas burning appliance with a BTU rating of under 325000 BTUs	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ / _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Drains				
Drains	Visually inspect	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ / _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Stainless Steel Piping and Drainage				
Stainless Steel Piping and Drainage	Visually inspect for absence of water in the traps	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ / _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Rainwater Harvesting				
Rainwater Harvesting	Purge the system via the hose bibs or open the flush valves to flush out the system	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ / _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Check the tanks to ensure the aerator is functioning and the inlet pre-filter is in service	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ / _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Water Quality				
Most water quality devices	Flush the unit	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ / _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Consult manufacturer guidelines	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ / _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Equipment	Complete?	Date Performed	Performed By	Water Management Plan Updated?	
Water Quality (Continued)					
UV systems	Inspect to ensure the light is working correctly	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Check to make sure any scheduled maintenance wasn't missed	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Visually inspect the vessel	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sediment/ Point-of-entry filtration	Visually inspect	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Clean any clogs and replace filters when needed	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Point-of-use filters	Visually inspect	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Clean any clogs and replace filters when needed	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Check to make sure any scheduled maintenance wasn't missed	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Measuring Instrumentation	Inspect for crystallization. If found, the unit needs to be primed and reagents need to be replaced	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Snow Melting Systems	The snow/ice detector should be cleaned with soap and water	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Inspect the control display to ensure there are no error messages due to faulty sensors	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Water Heaters	Determine if your manufacturer recommends draining the water heater after a prolonged period of disuse	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Ensure all maintenance activities are carried out according to the manufacturer instructions or by professionals	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Make sure your water heater is set to at least 120°F	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Take measures to prevent scalding if you water heater is set to >130°F	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Wipe down the outside and control with disinfectant	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Have an authorized service agent conduct proper start-up	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Conduct a significant blowdown of all components	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Equipment		Complete?	Date Performed	Performed By	Water Management Plan Updated?	
Water Heaters (Continued)	Check combustion and calibration	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Perform testing for all safety devices	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Verify all system operating parameters are correct and functioning	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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	Hot Tubs, Spas, Therapy Pools	Check for existing guidelines from your local or state regulatory agency before opening for use	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Visually inspect for slime and biofilm prior to refilling	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Perform a hot tub/spa disinfection procedure before use per CDC guidance		<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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Cooling Towers	Revisit start-up and shut-down procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Follow manufacturer guidelines and industry best practices	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Visually inspect for slime and biofilm prior to use	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Assuming the cooling tower has been well maintained, proceed with disinfection procedures. Guidance can be found from the Cooling Technology Institute: http://www.cti.org/downloads/WTP-148.pdf	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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Safety Equipment (sprinkler systems, eye wash stations, safety showers)	Ensure they are clean and well maintained	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Flush, clean, and disinfect according to manufacturer specifications	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
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Decorative Features	Visually inspect for slime and biofilm	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Measure disinfectant levels to ensure water safety	<input type="checkbox"/> Yes <input type="checkbox"/> No	/ /	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	

