

LEGIONELLA MANAGEMENT CHECKLIST

Property name:

Resort:

Country:

Date:

Name of person completing checklist:

Signature of property manager:

Date checklist completed:

1	Name of the person responsible for Legionella control:		
2	Have the named persons been trained in control of Legionella?	Yes	No
	Do the named persons ensure that other staff are aware of their responsibilities in Legionella control?	Yes	No
3	Is the head of housekeeping aware of their duties in the control of Legionella?	Yes	No
4	What is the temperature of the hot water in the customer room furthest from the calorifier?	°C	
	Is there a thermometer on site?	Yes	No
5	What is the temperature of the cold water in the customer room furthest from the cold water supply?	°C	
6	Are all taps and showers in customer rooms run for several minutes as part of the regular room cleaning?	Yes	No
	Are all taps and showers in customer rooms run for several minutes at least once a week if they are unoccupied?	Yes	No
	Are the showerheads and taps kept clean and free from scale? This includes those provided in pool areas, hairdressing facilities etc.	Yes	No
IF YOU DO NOT HAVE ANY WET COOLING TOWERS - PLEASE MARK SECTION 7 AS N/A			
7	If there are any wet cooling towers or evaporative condensers, when were they, and associated pipes, last cleaned and disinfected?	Date	
	Does the water treatment programme of the cooling tower include an effective biocide treatment, anti-scale/corrosion treatment and conductivity monitoring to control dissolved solids?	Yes	No
	Is there a monitoring programme to ensure that the cooling tower is operating within chemical and microbiological control parameters?	Yes	No
	Is there an effective maintenance programme to ensure that all components (e.g. drift eliminators, pumps, dosing system, filters, etc.) of the system are in good mechanical order?	Yes	No
		N/A	

8	When were the calorifiers (water heaters) last cleaned?	Date:		
9	Is the hot water system disinfected with high level (50mg/l) chlorine for 2-4 hours after work on calorifiers (water heaters)?	Yes	No	
	If the property is empty for a period of time, as may happen between seasons, is the entire domestic water system disinfected with high level (50mg/l) chlorine for 2-4 hours before the property is reopened?	Yes	No	
10	Are all water filters cleaned and disinfected every one to three months?	Yes	No	
11	Are water storage tanks, cooling towers, and visible pipe work inspected monthly and the results recorded?	Yes	No	
	Are all water storage linings and coverings intact and firmly in place?	Yes	No	
12	When were the insides of cold water tanks last inspected, cleaned and disinfected with high (50mg/l) chlorine?	Date:		
13	Has there been any new pipe work or changes to existing pipe work in the last two years?	Yes	No	
	If Yes, has it been checked to ensure that there are no pipes with intermittent or no water flow?	Yes	No	
	Was the system disinfected with high level chlorine or heat (60°C) following completion of the work	Yes	No	
IF YOU DO NOT HAVE A SPA POOL - PLEASE MARK SECTION 14 AS N/A (Also known as a Whirlpool Spa, Jacuzzi, Spa Baths and Hot Tubs)				
14	Is it continuously treated with 3-5mg/l chlorine or bromine and are the levels monitored at least three times per day?	Yes	No	N/A
	Are adverse results dealt with in a timely manner?	Yes	No	
	Is the pH maintained at 7.0-7.6?	Yes	No	
	Is at least half of the water replaced each day?	Yes	No	
	Is the whole system cleaned and disinfected once a week?	Yes	No	
	Are sand filters backwashed daily?	Yes	No	
15	Are daily records of the water treatment readings such as hot and cold water temperatures, pH and chlorine concentrations kept, and are they checked regularly by the manager?	Yes	No	

If there is a spa pool (also known as Whirlpool Spas, Jacuzzis and Hot Tubs) ensure that:

1. It is continuously treated with 3–5mg/l chlorine or bromine and the levels and pH (7.0-7.6), are monitored at least three times per day including at the beginning of each day and any adverse monitoring results have been appropriate dealt with in a timely manner.
2. The pH is maintained at 7.0-7.6
3. Legionella testing has been carried out by an accredited laboratory
4. At least half of the water is replaced each day
5. Sand filters are backwashed daily after the last user has left the pool
6. The whole system is cleaned and disinfected once per week