



HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER: 2.22

DEPARTMENT: *Maintenance*

SUBJECT: *Drinking Fountain & Dispensing system*

APPROVAL DATE: November 2022

REVISION DATE:

REVIEW DATE:

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PURPOSE:

Drinking water fountains and dispensing systems will be inspected and maintained to meet or exceed safe water quality delivery and maintenance standards.

PROCEDURE:

The Manager of Corporate facilities or designate will:

1. Label, document, and identify each water fountain/dispensing system in the home:
 - Create and maintain up to date equipment information list (make, model, S/N, date)
 - list equipment locations on spreadsheet or in automated maintenance system
 - consult manufacturer's recommendations for maintenance
 - Create maintenance procedure to inspect/replace filters or consumables as required
2. Perform inspection monthly and document.
 - Inspection will include water supply piping, fitting, filters, drain piping and fittings, cleanliness, water flow, and drainage
3. Remove from service any equipment found to be malfunctioning, requiring service or repairs, or to be cleaned:
 - Attach Out of Service tag
 - Shut off water supply

Repairs to be performed or consumables parts to be replaced to return the unit to service.