

Directions for Drinking Water Tap Inventory

Prior to sampling, a drinking water tap inventory, using the attached form, must be completed. This will require that the sampler and school representative locate all taps that are used for drinking – including fountains and kitchen sinks. This may include sinks in the nurse’s office or classrooms, but if taps are not typical locations from which students drink, they should NOT be included.

The form should be completed and understandable to both the sampler and school representative. The sampler may also be a school representative but the representative must be someone who is regularly at the school or who regularly visits the school.

1. Sample Tap Name: This name must be unique for each drinking water tap at the school. This description should include the type of tap and specific location that can be identified by the school.

Examples: Left Drinking fountain in Main Hallway, Right sink in kitchen, Right drinking fountain outside classroom 206, Drinking fountain in playground closest to RM 34

2. Building/Location Reference: This is for larger facilities

Examples: Bldg 3, West Bldg, Kindergarten Playground, Grade 1-3 playground

3. In Use? Indicate Yes or no. If not, please indicate why in the comment section.
4. Are there any leaks? Please indicate yes or no. Often this cannot be determined superficially, but observe the piping leading directly up to the tap and any sign of water stains near the pipes. Leaks must be repaired before a sample may be taken.
5. Cooling Unit? Indicate yes or no. This is typically at a drinking fountain, where water is stored and cooled directly under the fountain or in a compartment behind the wall.
6. Is there an aerator? Indicate yes or no. This is often found at the tip of the faucet, consisting of a small screen.
7. Is there a water filter? Indicate yes or no. If yes, please include in comment section the model/brand number, type of device, and any maintenance required/performed on the device if known.
8. Hot/cold? With single or two handles? The options are:
 - a. H/C single: Taps that have hot or cold water with one handle
 - b. H/C two: Taps that provide hot or cold water with two handles
 - c. Cold Only: Taps that provide only cold water
 - d. Hot only: Taps that provide only hot water
9. Comments: This section should include any information asked for above, and any comments regarding the status of the tap, if there are any proposed plumbing changes, or if there is anything else to note. The school representative should turn the tap on/off to test the water flow and note any difficulties that may occur during sampling, such as high water pressure, drinking fountains that are hard to press, or that do not supply an even flow of water.

Is there a floor plan or map of this facility? If so, please mark the locations of the drinking water taps and attach the plan to the back of the inventory.