

**NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF SCHOOL FACILITIES
OFFICE OF BUILDING SERVICES**

October 14, 2021

OFFICE OF BUILDING SERVICES CIRCULAR NO. 2 – 2021/22

**NOTE: All Circulars are to be kept in a permanent file
TO ALL CUSTODIAN ENGINEERS**

**THIS CIRCULAR SUPERSEDES ALL OTHER DIRECTIVES CONCERNING WATER
FULSHING.**

Water Flushing Protocol

In accordance with the guidance issued by NYC-Department of Mental Health and Hygiene (DOHMH), NYS-Department of Health (DOH), and USA-Environmental Protection Agency (EPA) all water outlets used for drinking or food preparation must be flushed prior to student and staff arrival any time water may have been stagnant for a long period of time (i.e., after weekends, holidays, or extended breaks). Flushing involves opening valves and faucets and letting the water run to remove water that has been standing in the pipes and/or the outlets.

The flushing time varies by the type of outlet being cleared. Each in-scope outlet must be flushed individually.

Custodian Engineers must implement the following flushing protocols immediately:

- Locate the faucet furthest away from the service line on each wing and floor of the building, open the faucet wide and let the water run for at least 10 minutes.
- Open valves at all drinking water fountains without refrigeration units and let the water run for 30 seconds to one minute, or until cold.
- Let the water run on all refrigerated water fountains for 15 minutes.
- Open all kitchen faucets (and other faucets where water will be used for drinking and/or cooking) and let the water run for 30 seconds to one minute, or until cold.

Custodian Engineers should not flush too many outlets at once. If the flow from outlets is reduced noticeably during flushing, too many outlets have likely been turned on at once.

Lead and sediment can build up on individual faucet screens. It is recommended to periodically remove faucet strainers or screens, clean them, run the cold-water tap for 3 to 5 minutes and then reinstall strainers or screens.

Custodian Engineers are required to document all flushing exercises utilizing the Water Flush Log form [Attachment 1]. All completed water-flushing log forms are to be maintained in the building's *School and Fire Safety Log*.

Additionally, Custodian Engineers must document all water flushing exercises in the [DSF Water Flushing Application](#).

Building allocations have been adjusted to include funding for water flushing exercises.

All questions regarding this information are to be directed to the Deputy Director of Facilities.

*John T. Shea
Chief Executive Officer
Division of School Facilities*

**New York City Department of Education
Division of School Facilities
Office of Building Services**

Daily Drinking/Food Preparation Water Flush

Building Code: _____

Month/Year: _____

Date	Building Water Systems Flushed		Signature
	Yes	No (Explanation Required)	
1			
2			
3			
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*Record of Compliance for Circular #02 - 2021/22