



FACILITY WATER TEMPERATURE RECORD

This record is to be maintained at each Agency facility. Water temperature must be tested at least once per week. Rotate the location where the water temperature is tested. For instance, if you take the temperature in the kitchen faucet – week 1, take the temperature in the bathroom faucet – week 2. This record is to be submitted to your immediate supervisor at the end of each month.

Use the following procedure when testing water temperatures: Turn on the hot water, run the water for a **minimum of 3 minutes**. Place the thermometer in the water flow for **at least 60 seconds**, record the temperature. Each week rotate the location where the water temperature is tested.

- Temperature should be **no less than 100°** but **no more than 110°**.
- If temperature is **below 100° or above 110°** submit an Online Maintenance Request via <http://coin.chimes.org>.
- If temperature is **above 110° contact your supervisor or designated on-call personnel ASAP**. The supervisor will notify the Program Director and Director of Facilities.

Site Address: _____

Month/Year: _____

DATE	DAY OF WEEK	TIME	LOCATION OF TEST	WATER TEMP	TESTED BY	COMMENTS
Week 1						
				°F		
				°F		
Week 2						
				°F		
				°F		
Week 3						
				°F		
				°F		
Week 4						
				°F		
				°F		