

Flushing Strategy for MCPS Schools

The purpose of flushing throughout the entire building is to replace all water inside the building piping with fresh water. Remember these important reminders:

- Visually inspect mechanical equipment such as cooling towers, boilers, pumps, chillers, backflow preventers, etc for physical integrity, general function, and report leaks or other maintenance needs to your service center.
- Fill all drain traps with water if they have dried out by slowly pouring water down the drain of all outlets (i.e. kitchen open drains) and all floor drains.

Steps for Flushing After an Extended School Closure

1. Plan to begin nearest to where water enters the building and move toward the farthest outlet.
2. Flushing should occur in sections (by floor or room).
3. Take care to minimize splashing water.
4. Cold water should be flushed for a minimum of five minutes. Then flush the hot.
5. Flush until the hot water achieves a steady temperature.
6. Repeat steps 4 (cold) and 5 (hot) until water has been flushed through all outlets (e.g. bottle filling stations, coolers, bubblers, showers, toilets, and sink faucets).
7. Remember to flush emergency safety devices such as eye-wash stations and safety showers (secondary schools only).
8. Remove all old ice from all ice machines.
9. Do not drink water during flushing activities.
10. If your school has bottle filling stations, submit a work order informing your service center that the building has been flushed and request that they replace filters.

Daily Flushing Protocol

Once the extended school closure flushing protocol has been completed, remember to flush all hallway coolers and bottle filling stations every morning for five (5) minutes. If you have a plan in place for daily flushing and cleaning/disinfecting of classroom bubblers, you may reopen those.

Bottled Water Dispenser Stations Cleaning

1. Unplug water dispenser.
2. Wipe dispenser body, bottle receptacle, tank, and faucets with a cloth and warm, soapy water. Rinse with clean water and wipe dry. Never use scouring pads, steel wool, or scouring powder.
3. Clean the dispenser drip tray regularly. To reduce water spotting, the tray should be emptied, cleaned with mild soap, and wiped dry.
4. Vacuum the condenser tubes located on the back of the dispenser.

For more information about this process, contact Brian Mullikin at Brian_A_Mullikin@mcpsmd.org or 240-740-2520.