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Application Guide AG 21/2000

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# LEGIONELLOSIS CONTROL LOG BOOK

R G Brown  
M A Roper

Old Bracknell Lane West,  
Bracknell, Berkshire RG12 7AH  
Tel: + 44 (0)1344 426511 Fax: + 44 (0)1344 487575  
e-mail: [bsria@bsria.co.uk](mailto:bsria@bsria.co.uk) [www.bsria.co.uk](http://www.bsria.co.uk)

The logo for BSRIA, consisting of the letters 'BSRIA' in a large, bold, serif font.

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## PREFACE

This document is intended to form a template for the creation of a log book to monitor legionellosis management and control measures in buildings. Users are permitted to edit and/or photocopy pages to suit their site requirements (contact BSRIA for information on the availability of electronic versions for word processing).

The aims of a legionellosis control log book are:

- to provide a framework for monitoring water quality in this building in order to minimise the risk of legionellosis.
- to provide evidence of management control and compliance with legislative requirements defined in the 1995 *Approved Code of Practice the prevention or control of legionellosis (including legionnaires' disease)*.
- to provide a record of monitoring and maintenance activities as required by the HSC *Approved Code of Practice and Guidance: Legionnaires' Disease: The control of legionella bacteria in water systems*, and in the written scheme.

This log book may not cover all the risk-specific systems to be found on a particular site and may need to be extended and customised to fulfil the legionellosis management and control requirements. Such customisation should be based on the findings and recommendations of the legionellosis risk assessment.

# CONTENTS

1 INTRODUCTION .....	1
1.1 How to use the log book.....	1
1.2 Sources of guidance.....	2
1.3 Table of responsibilities .....	4
1.4 Building details .....	5
1.5 Table of building water services .....	6
2 SUMMARY OF CHECKS AND INSPECTIONS .....	7
3 CHECKLISTS FOR INSPECTION PROCEDURES.....	10
3.1 Evaporative cooling towers and condenser water system.....	10
3.2 Air conditioning plant .....	11
3.3 Domestic hot & cold water storage and distribution.....	12
3.4 Water softening equipment .....	14
3.5 Legionellosis preventive scheme management .....	15
4 LOG SHEETS AND RECORD SHEETS .....	16
4.1 Pump alternation - daily log sheets .....	16
4.2 Evaporative cooling towers and condenser water system.....	17
4.2.1 Weekly/monthly checklist.....	17
4.2.2 Monthly/quarterly/six monthly checklist .....	17
4.3 Air conditioning plant .....	18
4.3.1 Weekly/monthly checklist.....	18
4.3.2 6 monthly/annual checklist .....	18
4.4 Domestic hot & cold water storage and distribution.....	19
4.4.1 Weekly/monthly checklist.....	19
4.4.2 Monthly/quarterly/six monthly checklist.....	19
4.4.3 Cold Water Record Sheet.....	20
4.4.4 Hot Water Record Sheet .....	21
4.5 Water softening equipment .....	22
4.5.1 Weekly/monthly checklist.....	22
4.5.2 6 monthly/annual checklist .....	22
4.6 Legionellosis preventive scheme management .....	23
4.6.1 Annual checks .....	23
5 ACTION DIARY .....	24
6 REQUEST FOR WORK FORMS .....	26
7 EMERGENCY PROCEDURES.....	27
7.1 The emergency action instruction.....	27
8 COOLING WATER RECORD SHEETS.....	28
9 REPORTS AND CERTIFICATES LEGIONELLOSIS RISK ASSESSMENT ANNUAL RISK REVIEW.....	30

# 1 INTRODUCTION

## 1.1 HOW TO USE THE LOG BOOK

This log book is one of a series of publications prepared by BSRIA to assist building managers, maintenance personnel and contractors to control the risk of legionellosis from building services. In particular it assists building managers fulfil their requirements for routine monitoring and record keeping under the Health & Safety Commission *Approved Code of Practice and Guidance: Legionnaires' Disease: The control of legionella bacteria in water systems*<sup>1</sup>(ACOP). It is intended be used in conjunction with the BSRIA publication *Guide to legionellosis - Operation & maintenance*.

This log book is to be completed by the person who has management responsibility for the prevention or control of legionellosis (as defined in paragraph 44 of the ACOP) and/or the persons acting under their control.

The aims of this log book are:

- to provide a framework for monitoring water quality in this building in order to minimise the risk of legionellosis.
- to provide evidence of management control and compliance with legislative requirements defined in the ACOP.
- to provide a record of monitoring and maintenance activities as required by the ACOP and defined in the written scheme.

This log book lists all of the procedures required to minimise the risk of legionellosis and divides them into clearly defined weekly, monthly, quarterly, six monthly and annual checks.

This log book explains what to look out for and when and follows through all the necessary stages in carrying out the remedial measures, whether dealt with in-house or by a specialist company. No comprehensive experience or knowledge of building water services is required in order to use the log book. Where specialist expertise is required this is stated in the procedures in Section 3.

Section 1 provides information on how to use the log book, sources of further information, and the forms to record basic information about the building and its management. These forms should be completed when starting the log book, and updated when necessary.

Section 2 provides an “at a glance” summary of the checks required and their likely frequency. The user should indicate the actual frequency required, as indicated by the risk assessment.

Section 3 expands on Section 2, and details the periodic checks that need to be carried out on the building water services, indicating the frequency

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<sup>1</sup> This document came into effect on 1 January 2000 and replaces both the 1995 ACOP and HS(G)70.

of each check. Again, the user should indicate the actual frequency required, as indicated by the risk assessment.

Section 4 divides these checks into weekly, monthly, quarterly, six monthly and annual checks and allows the person with responsibility for managing the preventive scheme to sign off checks with a tick if satisfactory or with a cross if unsatisfactory. Record sheets are provided for weekly and monthly checks to be carried out by the person with responsibility for managing the preventive scheme.

Section 5 *Action Diary* - is to be filled in when any form of remedial measure is carried out as a result of the checks listed in Section 3.

Section 6 *Request for Work* forms - is to be filled in and passed on to the necessary person(s) or company when remedial measures are required that cannot be carried out by the person with responsibility for managing the preventive scheme.

Section 7 outlines the procedures to be taken in the event of an “emergency” in relation to legionnaires' disease.

Section 8 provides tables to record the findings of the water treatment company. By plotting the various parameters from week to week or month to month, any sudden changes will be easily noticed, giving a warning of potential problems with the operation of the cooling tower and/or water treatment systems.

Section 9 is to contain a copy of the legionellosis risk assessment and any other paperwork associated with the preventive scheme, water quality control and the operation of the log, i.e. certificates, reports, instructions, correspondence etc.

## 1.2 SOURCES OF GUIDANCE

The following guides, standards and codes of practice serve as important sources of information necessary to minimise health risks associated with building water services and in particular to minimise the risk of legionnaires' disease.

*Approved Code of Practice and Guidance: Legionnaires' Disease: The control of legionella bacteria in water systems.* HSC 2000

BSRIA AG 19/2000 *Guide to legionellosis - Operation & maintenance.* BSRIA, Bracknell.

BSRIA AG 29/2000 *Guide to legionellosis - Risk assessment.* BSRIA, Bracknell.

CIBSE TM13: 1991 *Minimising the risk of legionnaires' disease.* Chartered Institution of Building Services Engineers, London, (currently under review).

Health Technical Memorandum 2040 (1993) - *The control of legionellae in health care premises - a code of practice* (5 volumes). NHS Estates. HMSO London, (currently under review).

BSRIA AG 2/93 *Water treatment for building services systems* (1993).  
BSRIA, Bracknell.

BSRIA AG 4/94 *Guide to legionellosis - temperature measurements for hot and cold water services* (1994). BSRIA, Bracknell.

BS 6700: 1998 *Specification for design, installation, testing and maintenance of services supplying water for domestic use within buildings and their curtilages* BSI, Milton Keynes.

Water Regulations (Water fittings) Act 1999

*The water regulations guide*, Water Regulations Advisory Service.

*The water fittings and materials directory*. Water Research Centre (revised 6 monthly).

**1.3 TABLE OF RESPONSIBILITIES**

Address of site:	
Building number: Building name:	
Building Services Manager: Address:  Tel:	
Building Services Consultant: Address:  Tel:	
Building Manager:   Tel:	
Person on whom the statutory duty falls: Tel: Nominated deputy: Tel:	
Water treatment company: Address:  Operative Tel:	
Legionellosis control consultants: Address:  Contact: Tel:	
Other responsible persons/specialist companies (specify)	
Name: Address  Tel:	
Name: Address  Tel:	

**1.4 BUILDING DETAILS**

Building number:	
Building name:	
Approximate age of building (years):	
Approximate floor area (sq. ft):	
Number of floors:	
Building use:	
Max possible number of occupants:	
Current number of occupants:	
Type of air conditioning (if any):	
No. years since last refurbishment:	

**1.5 TABLE OF BUILDING WATER SERVICES**

BUILDING No:	BUILDING NAME:				
BUILDING WATER SERVICES:	Present:		Risk of legionellosis:		
	YES	NO	HIGH	MEDIUM	LOW
Evaporative cooling towers or condensers (and associated water system)					
Air conditioning equipment					
Domestic hot and cold water storage and distribution					
Water softening equipment					
Showers (state number)					
Other at-risk systems (see note)					

**Note:** *other at-risk systems could include indoor fountains, whirlpool spas, car washes, sprinkler systems, etc.*

**Procedures:**

1. Complete the table above to include all open water systems in this property. Guidance on open water systems that may pose a risk of legionellosis may be found in the ACOP. All the services of importance in this building should be covered in the legionellosis risk assessment.
2. By referring to the latest legionellosis risk assessment, give each system a rating for risk of legionellosis.