

- Broken or defective light bulbs, tubes and fittings should be replaced promptly.
- Certain equipment may require to be serviced at regular intervals, e.g. cooking equipment, hot holding equipment, refrigerators and freezers, dishwashers and ventilation systems/ducting.
- Check extractor fans and filters regularly to make sure they are working properly and are free from grease and dirt. This is to make sure the fans and filters can do their job properly.
- Regularly check door seals on refrigeration and cooking equipment.

Water supply

Safe, clean water is essential for food preparation, cleaning, and handwashing. You must ensure that there is an adequate supply of potable water (i.e. water that is safe to drink) for drinking as well as food and ice preparation. You must assess your water supply in order to ensure that it is safe and does not pose a risk to food safety. If your water supply is from a private source (e.g. spring, well or borehole, you must ensure that it is maintained and tested in accordance with drinking water legislation.

Use this section to identify your water source, evaluate risks, and determine if any action is needed.





Water Supply Details

Question	Answer	Notes/actions needed
<p>What is the source of your water?</p>	<p> <input type="checkbox"/> Public mains <input type="checkbox"/> Group Water Scheme (Complete Public Supply and Group Water Scheme Checklist) </p> <hr/> <p> <input type="checkbox"/> Private supply (i.e. well/spring) (Complete Private Water Supply and Dual Water Supply Checklist) </p> <p> <input type="checkbox"/> Dual supply (i.e. both public and private water supply serving the food business): (Complete Private Water Supply and Dual Water Supply Checklist) </p>	<p>If using a private water supply source, you must provide additional information, as follows:</p> <ul style="list-style-type: none"> On siting, construction, and location of well (https://www.epa.ie/media/epa-2020/environment-amp-you/drinking-water/Private-wells-protection-leaflet.pdf) That regular sampling of the supply is being carried out, which must include microbiological and chemical sampling Details of any water treatment systems in use (e.g. ultraviolet disinfection, chlorination disinfection).
<p>Is your business located in a:</p>	<p> <input type="checkbox"/> Standalone building <input type="checkbox"/> Multi-occupancy building (e.g. shared kitchen, commercial unit) </p>	<p>Clarify who is responsible for maintaining the water supply and quality.</p>
<p>If using a dual supply, ensure that non-return valves are in place</p>	<p>Non-return valve in place</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>	<p>This is normally located at the stop cock.</p>
<p>Is there a break tank or water storage tank on-site?</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>	<p>In order to prevent possible contamination, tanks need periodic cleaning and maintenance checks.</p>
<p>Is there any additional in-house water treatment (e.g. water softener filters)?</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>	<p>Treatment systems must be maintained and monitored in order to ensure that they are working effectively.</p>
<p>Is water used for food and ice preparation, as an ingredient, or for drinking?</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>	<p>Water must be potable and meet drinking water legislation.</p>

Public Supply and Group Water Scheme Checklist

If you are unsure about the answers to any of the questions in this checklist, discuss it with your plumber, landlord, or maintenance or management company.

What can go wrong here? (Hazards)	What can I do about it? (Control/Critical Limits)	How can I check? (Monitoring/Verification)	What if it's not right? (Corrective Action)
<p>Break tank contamination (e.g. from pests, stagnation)</p>	<p>Ensure that all water tanks are included in the cleaning schedule. <input type="checkbox"/></p> <p style="text-align: right;">I do this</p> <p>Potable water storage tanks should be securely sealed. <input type="checkbox"/></p> <p style="text-align: right;">I do this</p>	<p>Perform a visual inspection. <input type="checkbox"/></p> <p style="text-align: right;">I do this</p> <p>(Record on Maintenance and testing schedule)</p>	<p>Provide better supervision, training, and/or retraining for staff.</p>
<p>Contamination of water supply from inadequate maintenance of additional in-house treatment systems (e.g. water softener filters)</p>	<p>Ensure that any additional water treatment systems are maintained in good working order. <input type="checkbox"/></p> <p style="text-align: right;">I do this</p> <p>Perform annual servicing as per the manufacturer's guidelines. <input type="checkbox"/></p> <p style="text-align: right;">I do this</p>	<p>Maintain maintenance logs and service contracts. <input type="checkbox"/></p> <p style="text-align: right;">I do this</p> <p>(Record on Maintenance and testing schedule)</p>	<p>Call a contractor to repair the treatment system.</p>



Private Water Supply and Dual Water Supply Checklist

If you are unsure about the answers to any of the questions in this checklist, discuss it with your plumber, landlord, or maintenance or management company.

What can go wrong here? (Hazards)	What can I do about it? (Control/Critical Limits)	How can I check? (Monitoring/Verification)	What if it's not right? (Corrective Action)
<p>Contaminated supply (microbiological contamination from domestic/farm effluent; chemical contamination from oil spills/pesticides; etc.)</p>	<p>Ensure that the well is adequately constructed/sited/protected. <input type="checkbox"/> I do this</p> <p>Ensure that water is safe and clean and free from microorganisms that can cause illness. <input type="checkbox"/> I do this</p> <p>Install a treatment system on the supply. <input type="checkbox"/> I do this</p>	<p>Inspect the well. <input type="checkbox"/> I do this</p> <p>Carry out water sampling. <input type="checkbox"/> I do this</p> <p>(Record on Maintenance and testing schedule)</p> <p>Use an accredited laboratory for water sampling. <input type="checkbox"/> I do this</p> <p>Perform annual servicing of the treatment system. <input type="checkbox"/> I do this</p> <p>(Record on Maintenance and testing schedule)</p>	<p>Repair/replace the well head.</p> <p>Follow up on unsatisfactory sample results immediately.</p> <p>Contact your Local Authority for advice/remedial actions. The Local Authority will advise you of whether the water should be boiled before use or if an alternative supply is required.</p> <p>If in any doubt, stop using the water.</p> <p>Call a contractor to repair the treatment system.</p>
<p>Break tank/storage tank contamination (e.g. from pests, stagnation)</p>	<p>Ensure that all water tanks are included in the maintenance schedule. <input type="checkbox"/> I do this</p> <p>Ensure that all water tanks are covered. <input type="checkbox"/> I do this</p>	<p>Perform a visual inspection. <input type="checkbox"/> I do this</p> <p>(Record on Maintenance and testing schedule)</p>	<p>Provide better supervision, training, and/or retraining for staff.</p>

What can go wrong here? (Hazards)	What can I do about it? (Control/Critical Limits)	How can I check? (Monitoring/Verification)	What if it's not right? (Corrective Action)
Disinfection failure due to breakdown of treatment system	Perform a weekly lamp check on ultraviolet disinfection systems. <input type="checkbox"/> I do this Perform annual replacement of the bulb (or as required). <input type="checkbox"/> I do this Check the chlorination dosing system. <input type="checkbox"/> I do this	Carry out scheduled maintenance and service contracts. <input type="checkbox"/> I do this (Record on Maintenance and testing schedule)	Repair the treatment system.
Contamination of water supply from inadequate maintenance of additional in-house treatment systems (e.g. water softener filters)	Ensure that any additional water treatment systems are maintained in good working order. <input type="checkbox"/> I do this Perform annual servicing as per the manufacturer's guidelines. <input type="checkbox"/> I do this	Maintain maintenance logs and service contracts. <input type="checkbox"/> I do this (Record on Maintenance and testing schedule)	Call a contractor to repair the treatment system.

Maintenance and Testing Schedule

Item	Frequency	Last completed	Next due
Private water supply testing (to include microbiological, indicator, and chemical parameters, as applicable)			
Storage tank cleaning and inspection			
Water filter replacement (as per the manufacturer's guidelines)			
Ultraviolet/chlorine treatment maintenance (as per the manufacturer's guidelines)			

What to do if things go wrong

- **If you think that equipment might not be working properly, check it straight away. Do not wait until it has broken down. Check that staff are using the equipment properly.**
- **Look at the manufacturer's instructions to see if there is a troubleshooting section.**
- **Contact the equipment manufacturer or your maintenance contractor, if you have one.**
- **Use alternative equipment until the fault has been corrected.**
- **Put problems right as soon as possible, before they get worse or affect food safety.**

How to stop this happening again

- Make your maintenance checks more frequent.
- Encourage staff to report any structural damage or problems with equipment, so you know about problems early.
- Improve staff supervision and training.