



WATER SERVICES DIVISION

## GUIDELINES FOR FLUSHING INTERNAL WATER SYSTEMS

### *Action Recommended for Unoccupied Buildings*

Turn on the **cold water** inside the building,  
if building has multiple levels, do this

step on every floor. (Sinks, utility  
closets, restrooms, etc.)

When water temperature shifts  
from slightly warm to cold, the cold  
water has successfully been flushed.

**STEP  
1**

Flush the hot water storage tanks  
and boilers (per manufacturer's  
flushing instructions) to  
displace stagnant water with  
the fresh water.

**STEP  
2**

Repeat step one using **hot water**.  
When the water temperature shifts  
from slightly warm to hot, the hot  
water has successfully been flushed.

**STEP  
3**

Flushing and preventative  
maintenance can be performed on  
point of use devices and systems  
(cooling towers, additional  
treatment devices, etc.) per  
manufacturer's recommendations

**STEP  
4**