

Templates for Maintenance and Monitoring of Remedial Actions for School Water Outlets

In relation to 10NYCRR Subpart 67-4, outlets that are deemed non-applicable or that exceeded the lead action level but are not permanently removed from service or replaced with an outlet that achieved the lead action level should have documented maintenance and monitoring schedules within their overall Remedial Action Plan. These supplemental templates are provided for your reference and use and can be modified to accommodate the specific elements of your Remedial Action Plan including, but not limited to, scheduling and documenting maintenance and monitoring activities for:

- Point of Use (POU) Filter Check and/or Replacement
- Signage Inspections
- Aerator Cleaning
- Education/Supervision
- Engineering Controls
- Flushing Program

These templates help schools proactively plan any future required maintenance and/or monitoring and document actions taken once the tasks are completed.

Tip!

The Maintenance & Monitoring Schedule template helps you plan what you are going to do!

The Maintenance & Monitoring Documentation template helps you document what you did.

An example maintenance and monitoring **schedule** has been provided for additional clarity on page 3 of this document. An example of maintenance and monitoring **documentation** has been provided on page 5.

Lead in School Drinking Water Remedial Action Maintenance and Monitoring Schedule¹

School Building Name										Date Last Updated					
Remediation Method	Task(s)	School Outlet ID(s) ^{2,3}	Individual(s) Responsible ⁴	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

COMMENTS: _____

¹If any external devices (e.g., filters) are installed, the Maintenance and Monitoring Schedule Plan should describe the minimum requirements prescribed by the manufacturer. If multiple types of filters are used that have a variety of filter replacement times, multiple rows should be used. It is recommended to keep a copy of the original manufacturers maintenance and replacement recommendations to ensure proper compliance.

²Outlets may be grouped within a row if the controls instituted and their associated maintenance schedules are the same. If there are multiple types of the same remediation method that have varying inspection/replacement timelines (e.g., metal 'Do Not Drink' signage vs. paper signage), separate rows should be created.

³School Outlet ID should match the School Outlet ID noted in the Remedial Action Plan.

⁴This field may list exact names, however it is recommended to list job titles (i.e. 'Facilities Director') for continuity should there be staff turnover.

MAINTENANCE AND MONITORING SCHEDULE EXAMPLE

Lead in School Drinking Water Remedial Action Maintenance and Monitoring Schedule ¹															
School Building Name		New York State Department of Health Test School								Date Last Updated				04/14/2025	
Remediation Method	Task(s)	School Outlet ID(s) ^{2,3}	Individual(s) Responsible ⁴	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Signage (Paper)	Verify still in place and readable.	RM101, RM202	Facilities Director	X	X	X	X	X	X	X	X	X	X	X	X
Signage (metal)	Verify still in place and readable.	BR001, BR002, BR003, SC001	Facilities Director	X						X					
Supervision	Staff PPT	SC001	Facilities Director	X								X			
Filters	Replace per manufacturers recommendation	HLW005, RM001	Facilities Director	X						X					
Flushing ⁵	Flush outlets		Facilities Director	X								X			
Engineering Controls ⁶	Check lock	OUT001, JNT001	Facilities Director	X			X			X			X		
Continuing Education	All-Staff PPT and student informational flyers provided	RM101, RM202, BR001, BR002, BR003, SC001	Facilities Director	X								X			

COMMENTS: _____

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⁵Flushing should not be done right before sampling. Flushing is generally used as a short-term measure and paired with permanent remediation like replacement or removal of an outlet. See the EPA's 3Ts [Flushing Best Practices](#) factsheet for additional information.

⁶Engineering Controls may include locked doors, keys to operate an outside hose bib, or other.

[Insert School Name]
Lead in School Drinking Water Maintenance and Monitoring
Documentation

[Insert School Name]
Lead in School Drinking Water Maintenance and Monitoring
Documentation

[illegible]

MAINTENANCE AND MONITORING DOCUMENTATION EXAMPLE

New York State Department of Health Test School Lead in School Drinking Water Maintenance and Monitoring Documentation

Date	Outlet(s) ID	Maintenance or Monitoring Action Taken	Completed By	Notes
01/02/2025	HLW005, RM001	Flushed outlets after winter break	Jane Doe (Facilities Director)	10-minute flush
01/02/2025	RM101, RM202, BR001, BR002, BR003, SC001	Presented PPT at all-staff meeting regarding sinks that should not be used for consumption. Student informational flyers provided to homeroom teachers.	Jane Doe (Facilities Director)	
01/06/2025	BR001, BR002, BR003	Checked metal signs were legible and still in place	Jane Doe (Facilities Director)	Good condition
01/06/2025	RM101	Verified paper sign was legible and still in place	Jane Doe (Facilities Director)	Good condition
01/06/2025	RM202	Replaced paper sign over fountain	Jane Doe (Facilities Director)	Sign was torn; replaced.
01/07/2025	SC001	Reviewed supervision requirements for science classroom sinks with classroom teachers.	Jane Doe (Facilities Director)	
01/13/2025	HLW005, RM001	Replaced outlet filters with new filter	Jane Doe (Facilities Director)	Lot number XX0256, Expiration date 07/13/2025
01/13/2025	OUT001, JNT001	Verified outlets were still behind functioning lock	Jane Doe (Facilities Director)	Good condition