QUICK REFERENCE GUIDE   
AIMS & PRIVATE DRINKING WATER (PDW)

### When a school is not connected to reticulated main water, they use rainwater, bore water, or carted water for drinking purposes.

### This is referred to as Private Drinking Water (PDW).

### INTRODUCTION

AIMS assists schools manage their compliance obligations and preventative measures by generating ongoing work orders for their routine maintenance tasks.

In this quick reference guide, routine maintenance tasks, work descriptions and record keeping for private drinking water is explained.

### Routine maintenance - Tasks

By activating routine maintenance tasks in AIMS, schools can automate and schedule recurring maintenance and preventive measures work orders. Upon completion of maintenance, these work orders are closed with service records and artefacts uploaded into AIMS.

The VSBA has developed a list of pre-set routine maintenance tasks to select and activate in AIMS for applicable schools using private drinking water. Some tasks are mandatory, while others depend on the system component installed.

While the VSBA has provided recommended frequencies for these work orders, schools are able to set their own frequencies and due dates to meet manufacturer specifications and site-specific requirements.

The table below lists the routine maintenance tasks for private drinking water in AIMS, their recommended frequencies, due dates and required documentation.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ID | Routine Maintenance | MANDATORY | Work Order Frequency | Recommended Due dates | AIMS Record keeping |
| **AC3.1** | **Private Drinking Water Supply Management Plan (PDWSMP)** | Yes | Annually | Start of term 1 | PDWSMP updated |
| **AC3.2** | **Quality Testing Microbe** | Yes | Monthly\*\* | Start of month | Test Results |
| **AC3.3** | **Quality Testing Chemical** | Yes | Annually | Start of term 1 | Test Results |
| **AC3.4** | **Treatment UV Disinfection** | Varies\* | Quarterly\*\* | Start of quarter | n/a |
| **AC3.5** | **Treatment Chlorine Disinfection** | Varies\* | Weekly\*\* | Start of the week | n/a |
| **AC3.6** | **Filtration Systems** | Varies\* | Quarterly\*\* | Start of quarter | n/a |
| **AC3.7** | **System Inspection & Maintenance** | Yes | Annually | Start of term 1 | Service Report |

\*Dependent on if this item is installed in the school's system.

\*\*Dependent on site-specific requirements and can be changed by schools.

### Routine maintenance - Descriptions

Schools refer to manufacturer requirements and their Private Drinking Water Supply Management Plan (PDWSMP) to determine the maintenance required. A management plan reveals the maintenance a school should be conducting. Schools should not be exceeding annual frequencies for maintenance.

The description of work required for each routine maintenance task is listed below.

|  |  |
| --- | --- |
| Routine Task | Description of Work |
| Private Drinking Water Supply Management Plan (PDWSMP) | Fill out the PDWSMP template and keep updated |
| **Quality Testing – Microbe** | Find and contact the nearest NATA lab to submit a water sample for the analysis of microorganisms |
| **Quality Testing – Chemical** | Find the contact nearest NATA lab to submit a water sample for the analysis for physical and nutritional characteristics |
| **Treatment –**  **UV Disinfection** | Routine inspection and maintenance of UV treatment in system by the nominated person responsible for school monitoring and maintenance:   * check UV light is operating and that lamps are free from scum * replace lamps as required * check access covers are intact and closed |
| Treatment - Chlorine Disinfection | Routine inspection and maintenance of chlorine treatment in system by the nominated person responsible for school monitoring and maintenance:   * check Water quality (check pH level is 6.5 - 8.5, or 6.5 - 8.0) * add chlorine treatment as required * check access covers are intact and closed |
| **Treatment - Filtration Systems** | Routine inspection and maintenance of filter treatment in system by the nominated person responsible for school monitoring and maintenance:   * check tank - check inlet and outlet screens, strainer for debris and check for the presence of mosquito larvae in tank water. * maintain and replace filters as required * water catchment - clean the spouting, gutters and first flush diverters * check access covers are intact and closed |
| **System Inspection & Maintenance** | Routine system inspection & maintenance by a licensed plumber or other:   * condition inspection and system test for correct operation as per manufacturer requirements * check condition of roof, clean sprouting gutters and first flush diverters * check and report on if overhanging branches need to be trimmed * tank - check inlet and outlet screens, strainer for debris and check for the presence of mosquito larvae in tank water * check access covers are intact and closed |

### Record Keeping

Schools upload copies of their maintenance & servicing reports, inspection records, testing results, and any other relevant document in AIMS using the below naming conventions and storage locations:

|  |  |  |  |
| --- | --- | --- | --- |
| Document | title in aims | description in aims | storage folder location\* |
| **PDWSMP** | AC\_PDW | AC3.1\_PDWSMP\_School Name\_School ID\_MMYYYY | Annual Contracts > |
| **Microbe Testing** | AC\_PDW | AC3.2\_Microbe Test\_School Name\_School ID\_MM\_YYYY | Annual Contracts > |
| **Chemical Testing** | AC\_PDW | AC3.3\_Chemical Test\_School Name\_School ID\_MM\_YYYY | Annual Contracts > |
| **System Inspection & Maintenance** | AC\_PDW | AC3.7\_PDW Service Report\_School Name\_School ID\_MM\_YYYY | Annual Contracts > |

### \* File locations may change as a result of future AIMS enhancements.

### References

* [Water - Private Drinking Water Policy](https://www2.education.vic.gov.au/pal/rainwater-tanks/policy)

### Support

**Annual Contracts Team**

The Annual Contracts team provides support and guidance to schools using private drinking water.

The Annual Contracts team can be contacted by email [vsba.annual.contracts@education.vic.gov.au](mailto:vsba.annual.contracts@education.vic.gov.au) and phone (03) 7022 5800.