

**HANDWASHING STATION (TRAILER MOUNTED) INCIDENT INSPECTION CHECKLIST****Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_**INCIDENT NAME:** \_\_\_\_\_ **INCIDENT NUMBER:** \_\_\_\_\_ **RESOURCE #:** E- \_\_\_\_\_**COMPANY/CONTRACTOR:** \_\_\_\_\_**AGREEMENT NUMBER:** \_\_\_\_\_**VIN/SERIAL #:** \_\_\_\_\_**OPERATOR NAME:** \_\_\_\_\_**EQUIPMENT REQUIREMENTS - HANDWASHING STATION (TRAILER MOUNTED)**☐ **TYPE 1: 12+ sinks**☐ **TYPE 2: 8-11 sinks**☐ **Solar**☐ **Backup Battery**☐ **No Solar**

	<b>Minimum Requirements</b>		
	<i>Not all inclusive; for additional clarification refer to agreement (SF-1449 section D)</i>	<b>Yes</b>	<b>No</b>
1	<b>Agreement</b> (One complete copy) (D.8)		
2	<b>Check-In Process Completed</b> (Note: Also includes; Finance, and Plans) (D.6.5.3)		
3	<b>Equipment VIN/Serial # matches Resource Order</b> (may also have to verify on DPL): Note: This is also a business rule that could affect payment. (Schedule of Items) (D.6.3.1)		
4	<b>Incident Pre-Use Inspection Completed</b> (OF-296 Vehicle/Heavy Equipment Mechanical Inspection) (D.17) (D.17.1)		
5	<b>Handwashing Station Self-Contained and mobile:</b> to include a power source for electricity requirements, as well as a backup source of power. The use of solar power is highly encouraged (D.2.1.2.3)		
6	<b>Microbiological lab test results:</b> (coliform / bacterial analysis report): Operator sent to lab within two business days after check-in (D.2.1.2.1)		
7	<b>Potable water system:</b> Filling hose and lines, pumps, tanks and distributing pipes separate and distinct from other water systems (D.2.1.2.1)		
8	<b>Potable Water Tank:</b> Both sides clearly labeled with "Potable" or "For Drinking Water Use Only", and tank capacity displayed in Gallons. Lettering is at least 4 inches in height (D.2.1.2.1)		
9	<b>Potable Water Tank:</b> Minimum 250 gallons of potable water storage capability. Must meet potable water truck standards. Bladder bags are <b>not</b> acceptable. Arrived empty for inspection. (D.2.1.2.3)		
10	<b>Tank Vents:</b> Downward facing, or otherwise protected vent opening. Vent is protected by appropriate screened cover, (non-toxic, and non-absorbent). (D.2.1.2.1)		
11	<b>Tank Drain:</b> A bottom drain to facilitate complete discharge of water during sanitation procedures. (D.2.1.2.1)		
12	<b>If state does not do certification:</b> Tank made of non-toxic, non-corrodible/non-absorbent materials or coated with non-toxic coatings (NSF International Standard 61) that can be adequately cleaned and sanitized. (D.2.1.2.1)		
13	<b>Openings:</b> All hatches, inlets, outlets, and other openings are completely covered and sealed with tight fitting coverings, with permanently mounted food grade gaskets, and security locks. (D.2.1.2.1)		
14	<b>Water inlets and outlets:</b> Equipped with threaded or clamped caps, tethered to the ports with chain or cable. (D.2.1.2.1)		
15	<b>Tank Filling Mechanism:</b> Overhead filling through a hatch opening at the top of the tank; the filling spout must not be allowed to intrude into the tank further than two diameters of the filling pipe above the highest water level that is possible when the tank is filled. If an overhead filler pipe is mounted on the vehicle, when not being used for filling, this pipe shall be capped at each end with threaded or clamped caps and tethered to the fittings at the ends of the filler pipe. (D.2.1.2.1)		

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16	<b>Hoses:</b> Shall be labeled at both ends to identify their use (i.e. gray or potable). (D.2.1.2.3)		
17	<b>Hoses:</b> Shall have threaded or clamped caps. Caps shall be in place when hoses are not in use. Hoses in storage compartments must also be capped. (D.2.1.2.1)		
18	<b>Pumps, hoses, fittings, valves and similar equipment:</b> Made of food-grade materials or materials meeting NSF International Standard 61 and shall be kept clean, disinfected and operated or handled in a manner that prevents contamination and capped or closed when not in use. Use of galvanized pipes or fittings is prohibited. (D.2.1.2.1)		
19	<b>Pump:</b> Only those which can be readily disassembled to demonstrate the condition of the impeller and impeller chamber shall be used. The contractor shall have available at all times the manufactures product data information that demonstrates the materials in the pump housing are made of food grade material or the pump is suitable for domestic or potable water use. (D.2.1.2.1)		
20	<b>Gray Water:</b> Minimum of 500 gallons of gray water storage capability with 2” male or female camlock adapter. (D.2.1.2.3)		
21	<b>Gray Water:</b> Bladder bags used for gray water storage have the size and use labeled on them in a conspicuous place in letters and numbers no less than 4 inches in height. (D.2.1.2.3)		
22	<b>Dispensers:</b> Minimum of one enclosed paper towel dispenser and one liquid soap dispenser for every 2 sinks, fully stocked with 100% recycled material paper towels and phosphate-free liquid soap (D.2.1.2.3)		
23	<b>Mirrors:</b> One mirror for each sink – OR - one solid mirror of sufficient length and height which provides viewing at each sink (D.2.1.2.3)		
24	<b>Wash Basin (sink):</b> Shall provide hot water and cold water through a mixing faucet that allows for the washing of both hands while the water is running and have continuous hot water heating capable of maintaining up to 110 degrees F. (D.2.1.2.3)		
25	<b>Wash Basin (sink):</b> Ability to hold water with built in or permanently attached stoppers. (D.2.1.2.3)		
26	<b>Wash Basin (sink):</b> Minimum of one wash basin shall be of sufficient clearance for washing of 1-liter water bottles up to 10” in height. (D.2.1.2.3)		
27	<b>Unit Clean:</b> Unit shall be kept clean, fully stocked and in sanitary conditioned (D.2.1.2.3)		
28	<b>Lighting:</b> adequate lighting for use of the wash basins in darkness. (D.2.1.2.3)		
29	<b>Provisions</b> made so no one is standing in water puddles or mud on the ground adjacent to the sinks (D.2.1.2.3)		
30	<b>Log book:</b> The frequency of equipment cleaning and sanitizing must be tracked in a log to be kept with the vehicle at all times. Written procedures for equipment cleaning and sanitizing shall be maintained by the Contractor. A copy of the Contractor's equipment cleaning and sanitizing procedures log shall be provided upon request. (D.2.1.2.1)		
31	<b>Chlorine Residual Test Kits:</b> Shall be able to accurately measure the amount of free chlorine present in the water. Pool/spa test strips <i>shall not</i> be used. (D.2.1.2.1)		

☐ Equipment meets agreement specifications

☐ Equipment does not meet agreement specifications

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

(Print and sign)

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

(Print and sign)

- ☐ Contractor given the opportunity to correct noted deficiencies (*See Remarks*)
- ☐ Contactor successfully corrected noted deficiencies

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

REMARKS: \_\_\_\_\_

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