A Remove and clean the filters, screens and aerators from all faucets. Then turn on the cold water fully for every faucet in the facility.

B Start on the lowest floor, then move to the next highest floor, etc.

C All cold water outlets should be flowing at the same time during flushing.

D Flush toilets and urinals two or three times each. Don’t forget to flush kitchen sprayers and drinking fountains.

E Empty the ice from all ice-makers, then make and discard two additional batches of ice.

F After at least 30 minutes (longer for bigger buildings), turn off the faucets and outlets in the same order as you opened them.

G Turn on the hot water and open all hot water outlets, in the same way as you opened the cold water outlets.

H Run hot water for 45 minutes to ensure that all water in the water heater is flushed out.

I Close the outlets in the same order as you opened them.

NOTE Water heaters should be set to at least 120 degrees to prevent microorganisms from growing.

Hampton Roads business owners and operators seeking additional guidance should contact their local water utility department or visit hrdcva.gov/buildingflushing