

Sampling Inventory Checklist

Conduct a walk-through of the facility and create an inventory

- Identify all sinks and fountains used for drinking water and cooking.
- If a floor plan is available, mark each tap and water filler on the floor plan and assign each a unique identification (ID). It may be helpful to take pictures when conducting this walkthrough.
- Conduct a plumbing profile by answering a series of questions about the building's plumbing. EPA's plumbing profile questionnaire can be used as a worksheet and record-keeping tool.
- Interview custodial staff and the teachers about water use. Take note of the visible plumbing for these outlets. Staff creating the inventory may need to look under sinks or behind cabinets.
- Identify additional sites that staff or students may be using for drinking water, including bathroom faucets, locker room shower heads, or non-traditional drinking water outlets that might be used to fill water jugs.
- Locate kitchen kettles (large containers of water) used heat, cook, or steam food. These cooking kettles have been found to contain elevated levels of lead.
- Document whether faucets have aerators or filters in place to understand all possible sources of lead and any current remediation efforts at each fixture.
- Make sure to note any lead-lined storage tanks or lead parts such as those noted in EPA's Lead Water Coolers Banned in 1988 factsheet. Water coolers identified by EPA as having lead-lined storage tanks or lead parts should be removed.
- Locate the service connection to the building. This is where the service line brings water into the building from the water main, which is usually in the street.