

REQUIREMENTS FOR COOLING TOWERS, DECORATIVE WATER FEATURES ALTERNATIVE WATER SYSTEMS AND BUILDING WATER TREATMENT SYSTEMS



vancouver.ca/operating-permit



Equipment with a City of Vancouver Operating Permit requires a maintenance log. The expected content for a maintenance log is summarised in this document.

Each piece of equipment must have its own maintenance log. The maintenance log can be electronic and/or paper-based, and must be on-site and provided upon request.

BASIC REQUIREMENTS

All maintenance logs must contain the following:

1. SYSTEM IDENTIFICATION

- Emergency contact information, and the name and contact information of the owner
- The Operating Permit number
- The address and location of the equipment
- The location of the operating manual
- The location of any safety data sheets
- A single line schematic plan reflective of the current configuration, including water sampling locations

2. RECORDS

- Any alterations made to the system
- Inspections and maintenance performed within the last 24 months

- Operational disruptions within the last 24 months and the corrective actions taken
- If water treatment chemicals are used, the chemical treatments applied and dosages within last 24 months
- Water quality test results from the last 24 months. For *Legionella pneumophila* results, also document the name of the person and company collecting the sample and the name of the company conducting the laboratory test.
- If a laboratory result fails to meet a water quality standard of the Vancouver Building By-law, a description of the extent of the deviation from the standard, the corrective action taken, a record of any required notification, and the outcome of the corrective action, including all applicable dates and times.

VANCOUVER BUILDING BY-LAW REFERENCES

Please refer to vancouver.ca/operating-permit for a summary of Operating Permit requirements.

Official maintenance log requirements can be found in the Vancouver Building By-law (bccodes.ca/vancouver-bylaws.html) as follows:

- Cooling Towers:
Book II, Division B, Article 2.2.11.6
- Decorative Water Features:
Book II, Division B, Article 2.2.11.7
- Alternative Water Systems:
Book II, Division B, Sentence 2.7.8.2.(3)
- Building Water Treatment Systems:
Book II, Division B, Article 2.2.10.17