New Zealand School Property Agency

Self-supplied school reminders

Run every tap for a few minutes before the start of term

This will kickstart your water system, get rid of surface contaminants around taps and drinking fountains, and flush stagnant water out of your pipes. Do this before ākonga arrive.

Do the monthly sampling and testing of your water for bacteria

Get your water sample off to the lab and immediately log your returned results in Argest online. If your school has more than one water supply system, please collect separate samples from each system and upload each result in Argest by selecting the treatment plant number.

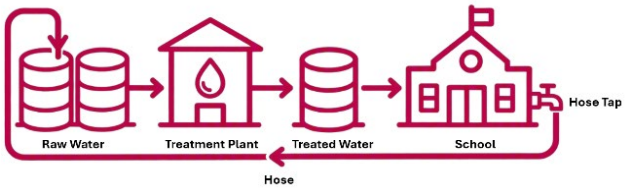
Check your UV unit is switched on at the wall and is operating properly

UV water disinfection relies on power – a tripped fuse or power cut in the holidays may mean it needs resetting. Confirm that the unit has power, the UV lamp is operating, there are no fault alarms and the lamp replacement interval has not been exceeded.

Check your maintenance schedule and do any maintenance that is due

Schools should contract an experienced local contractor to undertake regular maintenance and servicing of their water supply system e.g., three-monthly. Refer to your Drinking Water Safety Plan and Operations and Maintenance manual, and the New Zealand School Property Agency website for more guidance.

Treated water recirculation



Note: If your school has a treated water storage tank, you must recirculate this water back through the treatment system before returning the supply to normal operation.
Connect a clean hose to a treated water hose tap fitted with a hose connection vacuum breaker and run the hose into the top of the nearest raw water tank. Allow the hose to run continuously for approximately 24 hours to recirculate and re-treat the drinking water.

Email: water.services@schoolproperty.govt.nz if you need further information