

Inventory Your School Fixtures



Use this guide to complete your school's master fixture inventory. This inventory will help you determine how many sample bottles to order from the designated lab. While you complete these steps, please consider the following:

- Samples must be ordered from A&L Laboratories located in Auburn, Maine. You may not use a lab of your own choice.
- Bottles may be ordered after **October 1st, 2021**. All sampling must be completed by **May 31st, 2022**
- **DO NOT** sample from every fixture at your school. Samples must only be taken from fixtures that are used for drinking or cooking purposes.
- Be proactive. The DWP recommends completing this master inventory prior to receiving notice that you may begin sampling.

Follow the steps below to complete your master fixture inventory.

Step 1

Determine who will complete your master fixture inventory. Choose someone who is familiar with all the water fixtures in your school and knows which ones are used for drinking or cooking.

Step 2

Walk through your entire school and write down fixtures used for drinking or cooking. Make sure you completely fill out each column on the master inventory, as you will need this information when ordering samples from the lab.

Some fixtures may not be obvious – don't forget to include ice machines, kitchen kettles, outdoor spigots used to fill water bottles for sports, and any other outlet that might be accessed by a student for drinking water.

- You may want to use a map of your school and mark the locations of your fixtures for sampling
- Be descriptive as you record each fixture. Instead of writing simply, "drinking fountain," provide locational or other identifying information, such as, "Drinking fountain outside room 114." Include as much detail as needed.

Step 3

Count all your fixtures that are used for drinking or cooking. You will use this number when it is time to order sample bottles from the lab.

Number of fixtures used for drinking or culinary purposes: _____

Step 4

Keep your fixture inventory for your records. All water testing records should be kept for at least 5 years.

Contact A&L Laboratories to order your sample bottles.



(207) 784-5354

www.allaboratory.com

lead@granitestateanalytical.com

Learn more about testing for lead in schools on the DWP website at www.medwp.com/schools.html

Master Fixture Inventory - *EXAMPLE*

No.	Location	Outlet Type*	Is there a filter attached?
1	Bottle fill station - outside room 114	(DWF) / KF / OT	(YES) / NO
2	Drinking water fountain - gym	(DWF) / KF / OT	YES / (NO)
3	Spigot on the north side of building - used to fill up sport water bottles	DWF / KF / (OT)	YES / (NO)
4	Kitchen - double basin sink	DWF / (KF) / OT	YES / (NO)
5	Kitchen - Kettle	DWF / (KF) / OT	YES / (NO)
6	Kitchen - ice machine	DWF / (KF) / OT	YES / (NO)
7	Boys bathroom - handwash sink, far right	DWF / KF / (OT)	YES / (NO)
8	Girls bathroom - handwash sink, second from left	DWF / KF / (OT)	YES / (NO)
9	Teacher's lounge sink	DWF / KF / (OT)	YES / (NO)
10	Nurse's office sink	DWF / KF / (OT)	YES / (NO)

*** Use the following acronyms to categorize each sampling location**

DWF Any **drinking water fixture** that is used only for drinking water. This may include fountains, bubblers, water coolers, or bottle fill stations.

KF Any **kitchen water fixture** that may be used for drinking or cooking. This may include, but is not limited to hand wash faucets, kitchen kettles, ice-machines, cafeteria soda fountains, or sprayers.

OT Any **other water fixture** not listed in the above two categories that may be used for drinking or cooking, even if that is not its primary purpose. May include, but is not limited to handwash faucets, nurse's office faucets, concession stand soda fountains, outdoor spigots used to fill up water bottles for sports events, staff breakroom faucets, or coffee machines that are directly hooked up to an outlet.

Master Fixture Inventory

No.	Location	Outlet Type*	Is there a filter attached?
1		DWF / KF / OT	YES / NO
2		DWF / KF / OT	YES / NO
3		DWF / KF / OT	YES / NO
4		DWF / KF / OT	YES / NO
5		DWF / KF / OT	YES / NO
6		DWF / KF / OT	YES / NO
7		DWF / KF / OT	YES / NO
8		DWF / KF / OT	YES / NO
9		DWF / KF / OT	YES / NO
10		DWF / KF / OT	YES / NO
11		DWF / KF / OT	YES / NO
12		DWF / KF / OT	YES / NO
13		DWF / KF / OT	YES / NO
14		DWF / KF / OT	YES / NO
15		DWF / KF / OT	YES / NO
16		DWF / KF / OT	YES / NO
17		DWF / KF / OT	YES / NO
18		DWF / KF / OT	YES / NO
19		DWF / KF / OT	YES / NO
20		DWF / KF / OT	YES / NO

Master Fixture Inventory

No.	Location	Outlet Type*	Is there a filter attached?
21		DWF / KF / OT	YES / NO
22		DWF / KF / OT	YES / NO
23		DWF / KF / OT	YES / NO
24		DWF / KF / OT	YES / NO
25		DWF / KF / OT	YES / NO
26		DWF / KF / OT	YES / NO
27		DWF / KF / OT	YES / NO
28		DWF / KF / OT	YES / NO
29		DWF / KF / OT	YES / NO
30		DWF / KF / OT	YES / NO
31		DWF / KF / OT	YES / NO
32		DWF / KF / OT	YES / NO
33		DWF / KF / OT	YES / NO
34		DWF / KF / OT	YES / NO
35		DWF / KF / OT	YES / NO
36		DWF / KF / OT	YES / NO
37		DWF / KF / OT	YES / NO
38		DWF / KF / OT	YES / NO
39		DWF / KF / OT	YES / NO
40		DWF / KF / OT	YES / NO

Master Fixture Inventory

No.	Location	Outlet Type*	Is there a filter attached?
41		DWF / KF / OT	YES / NO
42		DWF / KF / OT	YES / NO
43		DWF / KF / OT	YES / NO
44		DWF / KF / OT	YES / NO
45		DWF / KF / OT	YES / NO
46		DWF / KF / OT	YES / NO
47		DWF / KF / OT	YES / NO
48		DWF / KF / OT	YES / NO
49		DWF / KF / OT	YES / NO
50		DWF / KF / OT	YES / NO
51		DWF / KF / OT	YES / NO
52		DWF / KF / OT	YES / NO
53		DWF / KF / OT	YES / NO
54		DWF / KF / OT	YES / NO
55		DWF / KF / OT	YES / NO
56		DWF / KF / OT	YES / NO
57		DWF / KF / OT	YES / NO
58		DWF / KF / OT	YES / NO
59		DWF / KF / OT	YES / NO
60		DWF / KF / OT	YES / NO

Master Fixture Inventory

No.	Location	Outlet Type*	Is there a filter attached?
81		DWF / KF / OT	YES / NO
82		DWF / KF / OT	YES / NO
83		DWF / KF / OT	YES / NO
84		DWF / KF / OT	YES / NO
85		DWF / KF / OT	YES / NO
86		DWF / KF / OT	YES / NO
87		DWF / KF / OT	YES / NO
88		DWF / KF / OT	YES / NO
89		DWF / KF / OT	YES / NO
90		DWF / KF / OT	YES / NO
91		DWF / KF / OT	YES / NO
92		DWF / KF / OT	YES / NO
93		DWF / KF / OT	YES / NO
94		DWF / KF / OT	YES / NO
95		DWF / KF / OT	YES / NO
96		DWF / KF / OT	YES / NO
97		DWF / KF / OT	YES / NO
98		DWF / KF / OT	YES / NO
99		DWF / KF / OT	YES / NO
100		DWF / KF / OT	YES / NO