

Hotel audit pack

For auditing a hotel end to end: the compliance checklist, the temperature and flushing records that tackle low-use guest rooms, and the spa-pool log.

Includes 5 printable record sheets

- **1. Compliance audit checklist**
A checklist for auditing your legionella management arrangements and records against ACOP L8 and HSG274.
- **2. Legionella temperature monitoring log**
A simple log for recording routine hot and cold water temperatures at sentinel and representative outlets, with space to note the action taken when a reading falls outside target.
- **3. Flushing record sheet (low-use outlets)**
A flushing record for infrequently used outlets, capturing flush duration and post-flush temperatures so stagnant water is kept under control.
- **4. Spa pool / hot tub operation log**
A daily operating log for spa pools and hot tubs under HSG282, recording disinfectant residual, pH, temperature, bather load and dilution/dump so water quality is kept under continuous control.
- **5. Water system asset register / outlet schedule**
An inventory of your water system's assets and outlets: the foundation on which monitoring, flushing and your written scheme of control are built.

Compliance audit checklist

A checklist for auditing your legionella management arrangements and records against ACOP L8 and HSG274.
Free template from legionella.io



REF	CHECK / REQUIREMENT	GUIDANCE REFERENCE	COMPLIANT? (Y/N/P)	EVIDENCE SEEN	ACTION REQUIRED	OWNER	DUE DATE

Legionella temperature monitoring log



A simple log for recording routine hot and cold water temperatures at sentinel and representative outlets, with space to note the action taken when a reading falls outside target.

Free template from legionella.io

DATE	OUTLET ID / LOCATION	TYPE (SENTINEL/REP)	HOT °C	COLD °C	WITHIN TARGET? (Y/N)	ACTION TAKEN	INITIALS

Flushing record sheet (low-use outlets)



A flushing record for infrequently used outlets, capturing flush duration and post-flush temperatures so stagnant water is kept under control.
Free template from legionella.io

DATE	OUTLET ID / LOCATION	OUTLET TYPE	FLUSHED (Y/N)	FLUSH DURATION (MIN)	HOT AFTER FLUSH °C	COLD AFTER FLUSH °C	COMMENTS	INITIALS

Spa pool / hot tub operation log

A daily operating log for spa pools and hot tubs under HSG282, recording disinfectant residual, pH, temperature, bather load and dilution/dump so water quality is kept under continuous control.

Free template from legionella.io



DATE / TIME	SPA ID	DISINFECTANT MG/L	PH	TEMP °C	BATHER COUNT	ACTION TAKEN	OPERATOR

Water system asset register / outlet schedule



An inventory of your water system's assets and outlets: the foundation on which monitoring, flushing and your written scheme of control are built.
Free template from legionella.io

ASSET / OUTLET ID	LOCATION	ASSET TYPE	DESCRIPTION / MODEL	SENTINEL? (Y/N)	LITTLE-USED? (Y/N)	TMV FITTED? (Y/N)	TASK & FREQUENCY	NOTES