PropCentree

PRACTICAL GUIDE FOR HOTELS AND RESTAURANTS IN THE NETHERLANDS

Legionella prevention for hotels and restaurants: planning and records

Turn the measures and instructions that apply to your property into clear tasks and keep a usable record on paper or digitally.

BUSINESS / PROPERTY

RESPONSIBLE PERSON

MANAGEMENT PLAN / INSTRUCTION VERSION

PLANNING PERIOD

How to use this document

Use this aid with the risk assessment, the management plan where applicable and the work instructions for the property. Do not enter generic values or intervals from the internet.

1. Copy the task and frequency from the management plan or documented instruction.
2. Assign the task and name a deputy.
3. Record performance and outcome separately from planning.
4. Escalate and close work under the relevant instruction.

Administrative aid only; not a risk assessment, management plan or guarantee of a complete statutory file.

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Schedule based on the plan or instruction

A scheduled row is not evidence that the work was performed.

Measure	Location / outlet	Instruction	Frequency in plan / instruction	Assigned to	Deputy

Additional notes

BUSINESS / PROPERTY

RESPONSIBLE PERSON

MANAGEMENT PLAN / INSTRUCTION VERSION

Record of work performed

Use one block per completed task. A tick alone does not prove that the water system is safe.

DATE AND TIME	LOCATION / OUTLET	TASK / INSTRUCTION REFERENCE	
COMPLETED BY	OUTCOME		PRESCRIBED VALUE + UNIT
DEVIATION / FIRST ACTION			

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Deviations and follow-up actions

Close a deviation only after the action taken and verified completion have been recorded.

DEVIATION AND LOCATION	OWNER	FOLLOW-UP DATE
ACTION TAKEN		COMPLETION / VERIFIED BY

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