

# Teams Temperature Monitoring

TEAMS 2.0

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|           | Written | Reviewed and Approved |
|-----------|---------|-----------------------|
| Name      |         |                       |
| Signature |         |                       |
| Position  |         |                       |

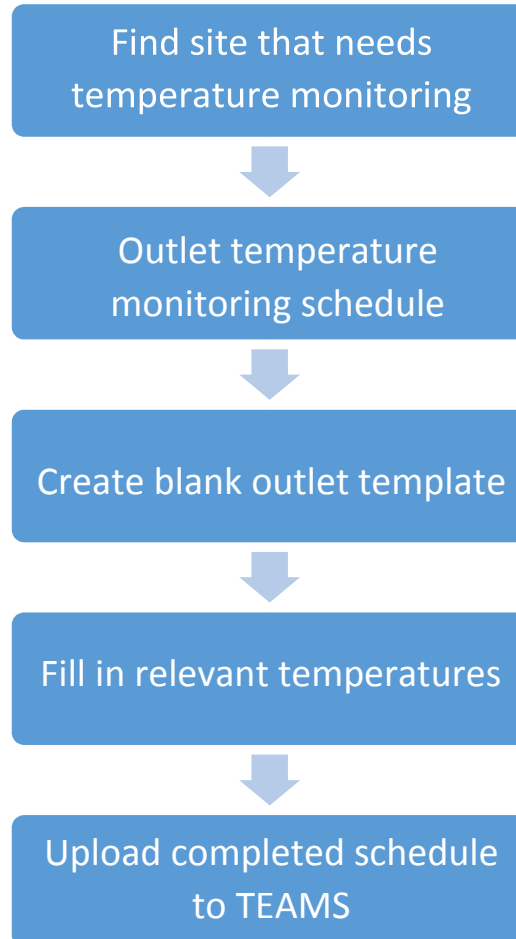
## 1 Executive Summary

- 1.1 This instruction is to cover the process of using an outlet temperature monitoring schedule.
- 1.2 This includes downloading relative forms from TEAMS and uploading the completed checks.
- 1.5 Below is a table of the key wordage and reference to the local terms.

| <b>TEAM's</b> | <b>Local</b> | <b>Meaning</b>  |
|---------------|--------------|---|
| Asset         | Asset        | This is a serviceable item. For example an air conditional unit or auto door etc.                             |
| Special Needs | Warnings     | These are warnings for our people to see when going to a property. For example asbestos, no lone working etc. |

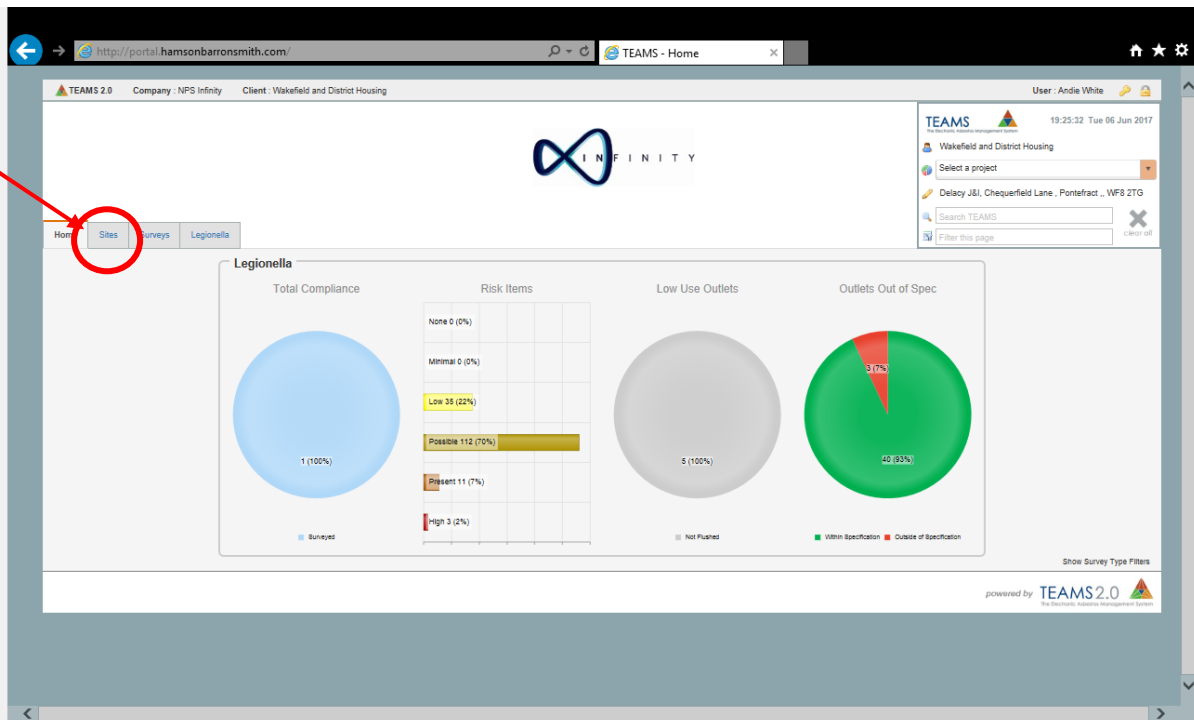
## 2 Flow Chart

2.1 The below will show the flow chart of the relevant area:



### 3 Finding your site

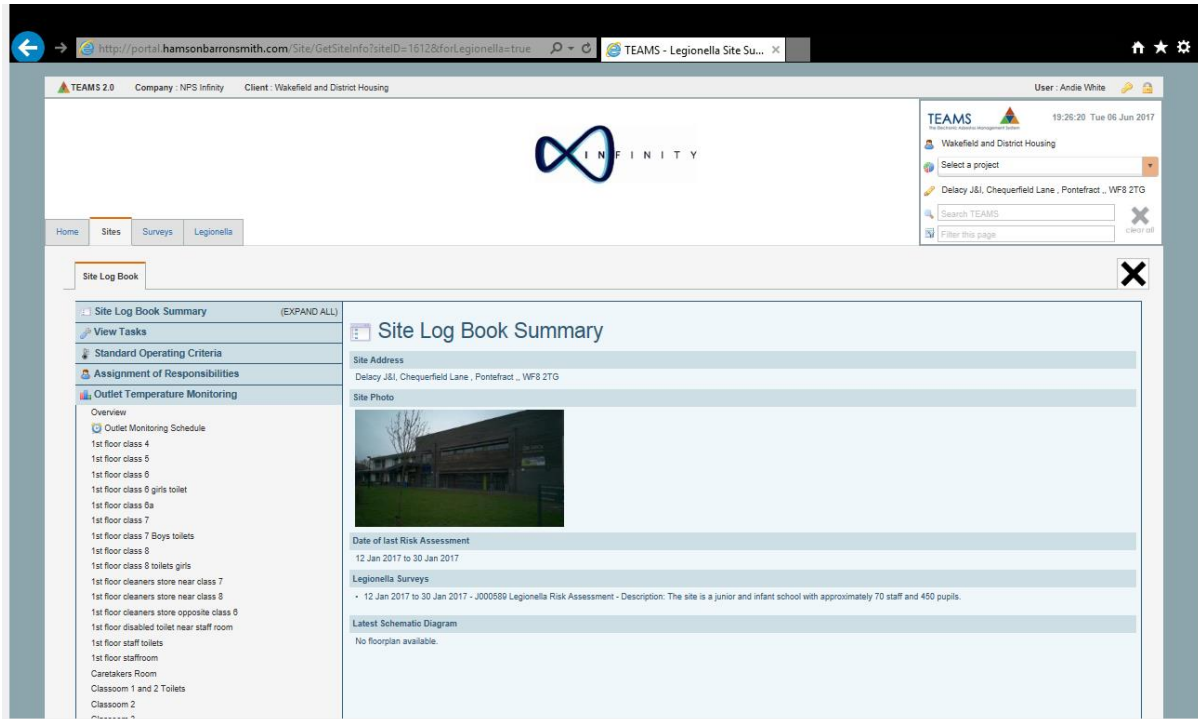
- 3.1 TEAMS gives you the ability to check when temperatures are due to be taken for your site(s) and allows you to use a temperature monitoring schedule to update these temperatures.
- 3.2 Once you have logged in you should see the homepage. Click on the “sites” tab to proceed to the monitoring page.



- 3.3 This page allows you to download to PDF version of the risk assessment or to proceed to the monitoring page.
- 3.2 If you would like a copy of the risk assessment, click on the left button underneath "legionella". If not, click the right button which will take you to the monitoring page.

## 4 SOR Screen

4.1 This page can be used for temperature taking and flushing.

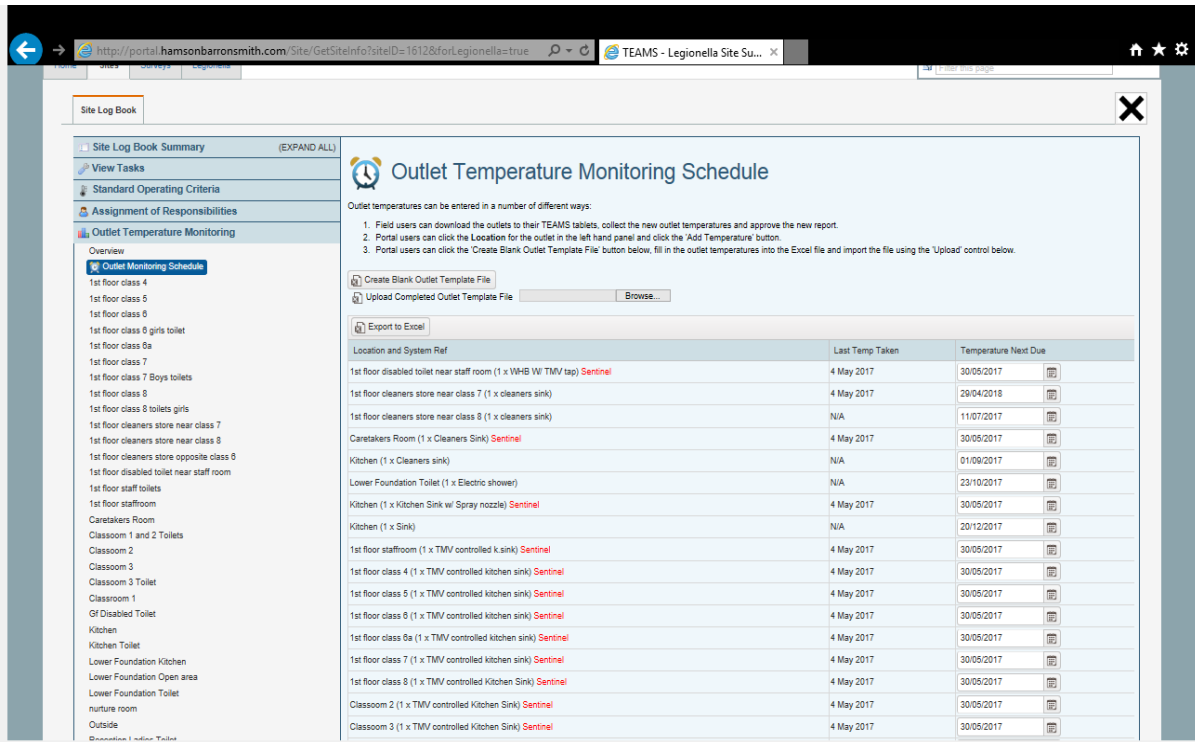


4.2 Click on the “**outlet temperature monitoring**” tab on the left hand side and then “**outlet monitoring schedule**” for the months outlets.

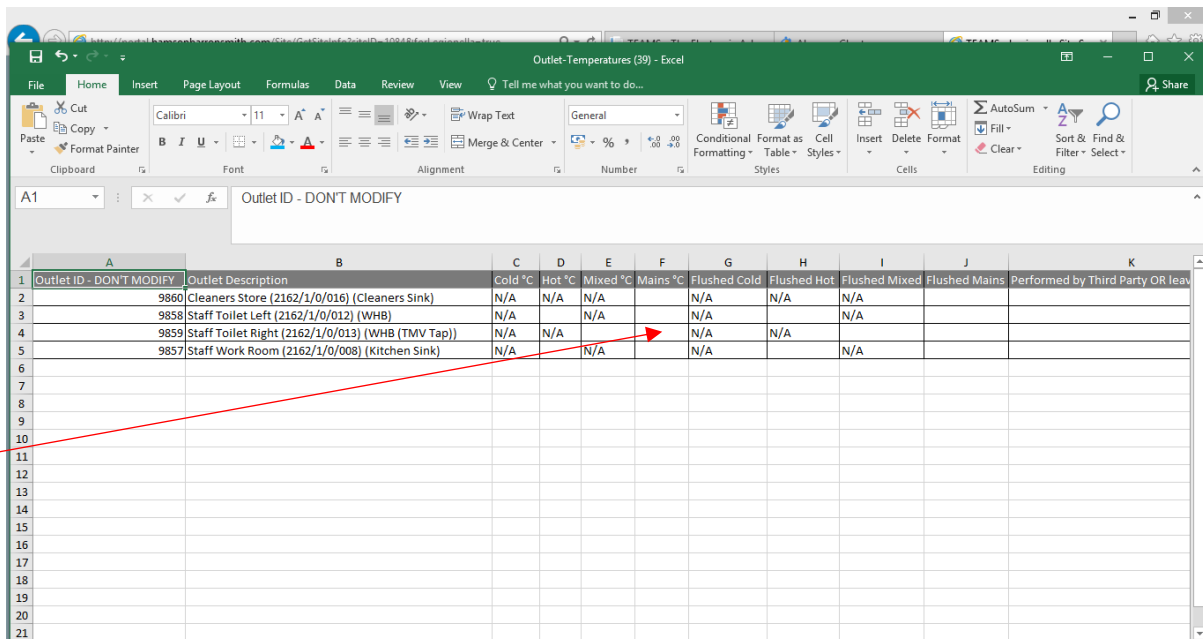
4.3 This page will tell you the due dates for each temperature. At the bottom of the page there is an “**auto assign the date**” tab. Press this and then press save.

## 5 Creating a blank outlet template

- 5.1 Once saved press the **“create blank outlet template file”** button which will produce an excel sheet.

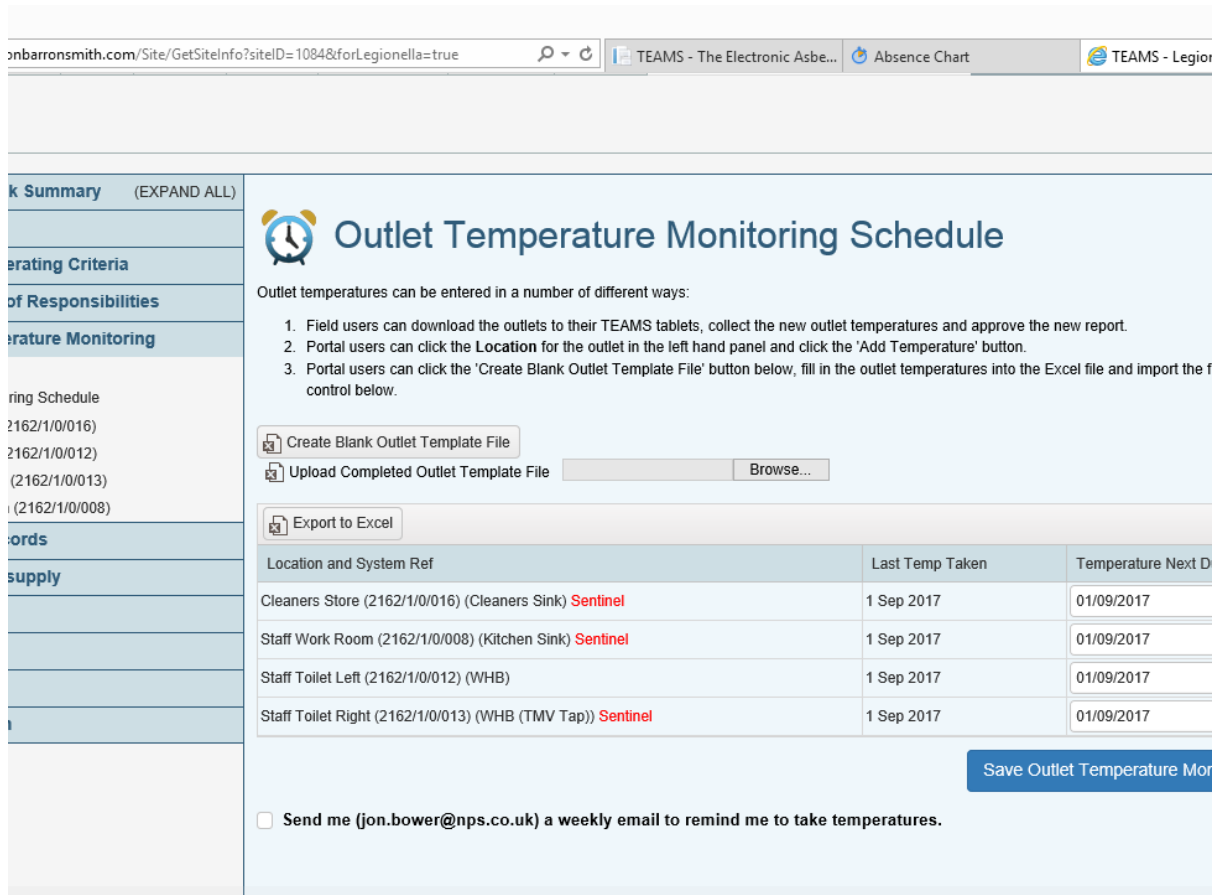


- 5.2 Save the spreadsheet and print it off.  
 5.3 Fill in the blanks on the spreadsheet and save a copy.





5.4 When all the temperatures have been taken and all the blanks have been filled on the spreadsheet, you must upload it to TEAMS.



nbarronsmith.com/Site/GetSiteInfo?siteID=10848&forLegionella=true

TEAMS - The Electronic Asbe... Absence Chart TEAMS - Legion

**Outlet Temperature Monitoring Schedule**

Outlet temperatures can be entered in a number of different ways:

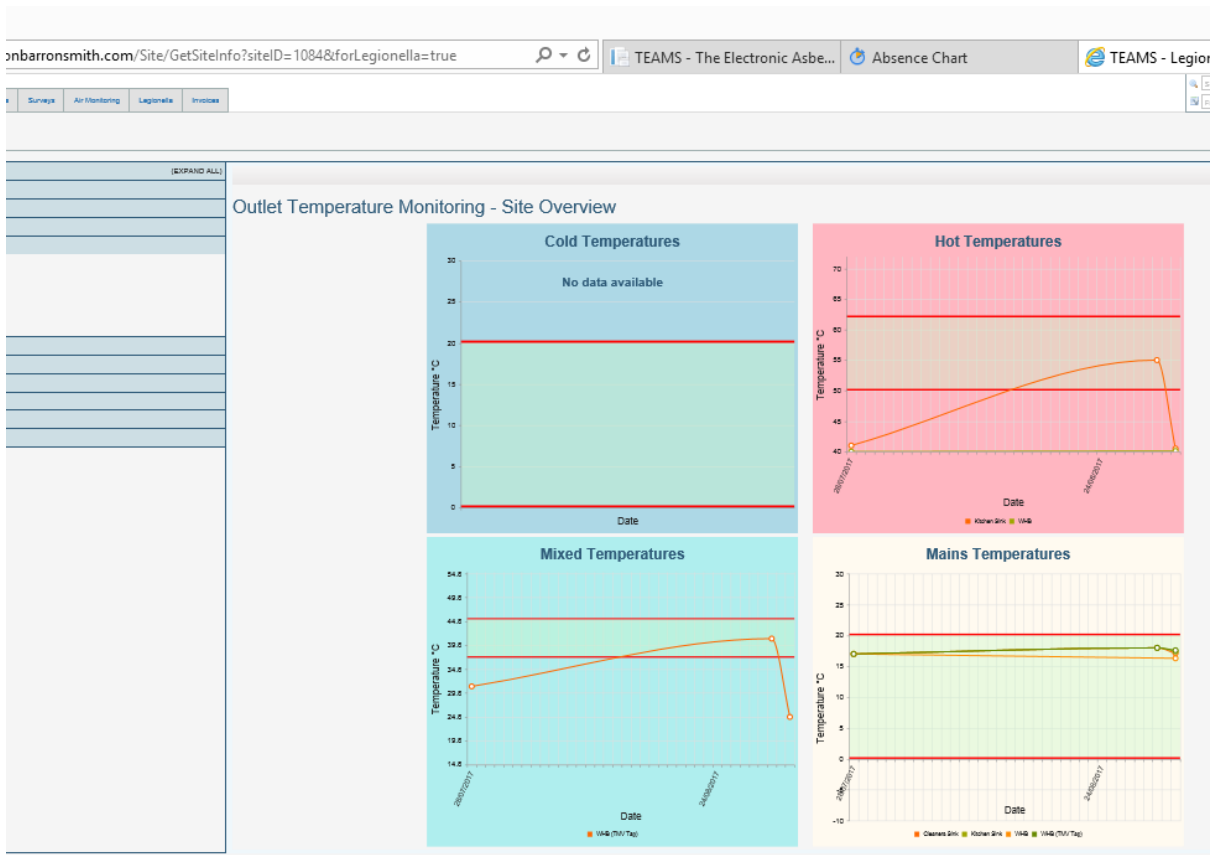
1. Field users can download the outlets to their TEAMS tablets, collect the new outlet temperatures and approve the new report.
2. Portal users can click the **Location** for the outlet in the left hand panel and click the 'Add Temperature' button.
3. Portal users can click the 'Create Blank Outlet Template File' button below, fill in the outlet temperatures into the Excel file and import the file into the system using the 'Upload Completed Outlet Template File' button control below.

| Location and System Ref   | Last Temp Taken | Temperature Next Due |
|---|-----------------|----------------------|
| Cleaners Store (2162/1/0/016) (Cleaners Sink) <b>Sentinel</b>     | 1 Sep 2017      | 01/09/2017           |
| Staff Work Room (2162/1/0/008) (Kitchen Sink) <b>Sentinel</b>     | 1 Sep 2017      | 01/09/2017           |
| Staff Toilet Left (2162/1/0/012) (WHB)                            | 1 Sep 2017      | 01/09/2017           |
| Staff Toilet Right (2162/1/0/013) (WHB (TMV Tap)) <b>Sentinel</b> | 1 Sep 2017      | 01/09/2017           |

Send me (jon.bower@nps.co.uk) a weekly email to remind me to take temperatures.

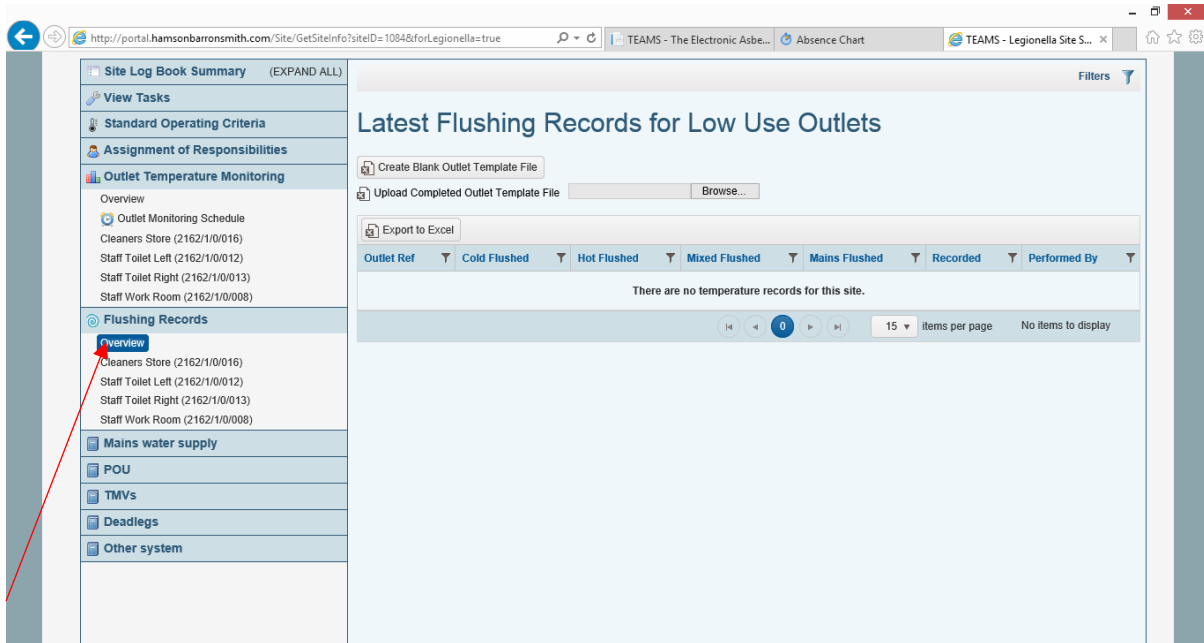
5.5 Click “**browse**” next to “**upload completed outlet template file**” and upload your saved spreadsheet.

5.6 Once the spreadsheet is saved you can view your temperatures in the overview page like the example below.



## 6 Low use outlets

6.1 If the site has little used or infrequent outlets then you will need to complete the process above again, in the flushing tab.



6.2 Follow the instructions from section 5 until the flushing records have been completed. Please remember to do this weekly.