

Quincy, Illinois Water Treatment Facility 0016050

Lead Service Line Replacement Plan

April 2024

1. INTRODUCTION

This document is being submitted to the Agency for compliance with Public Act 102-0613, the Lead Service Line Replacement and Notification Act.

The Quincy community water supply, 0010650, has 18,239 active consumer water services. Of these 5,346 are lead service lines. 32 additional services are unknown and are assumed to be lead until they are identified. All of the City's water services have been mapped and are publicly available at: https://lead-service-line-inventory-2-quincyil.hub.arcgis.com/

The City has been actively replacing lead service lines throughout the distribution system. Lead service lines are replaced during construction projects that include new water mains. In addition, lead service lines that are found to be leaking are replaced rather than repaired. Table 1-1 shows the number of services replaced during each calendar year beginning in 2020.

Table 1-1

Year	# of Lead Services Replaced
2020	52
2021	119
2022	74
2023	93
2024	8

2. Proposed Lead Service Line Replacement Schedule

The City of Quincy has more than 4,999 but fewer than 10,000 lead service lines in its inventory. Therefore replacements of lead service lines must be completed at an annual rate of no less than 5% of 5,346, with a maximum timeline of 20 years for completion.

The City has identified the preschools, daycare homes, daycare centers, parks, playgrounds, hospitals, and clinics on the water system. These addresses have been cross-referenced against the service line inventory to identify the facilities that currently have lead service lines. These locations will be replaced in the first round of service replacements.

After the high-risk lead service lines have been replaced, the City intends to start scheduling replacements on the Northwest side of the system. In the first year, the City will replace no fewer than 5% of the lead services starting near Scenic Drive to Chestnut Street, from the river to about 7th Street. Approximately 280 lead services will be replaced in this phase.

After year 4, lead services will have been replaced to at least 6th Street all the way to the south boundary of the lead services on the system. Starting in year 5, replacements will move east starting at the north boundary of the system again. In the first 5 years, approximately 1,370 services will have been replaced.

After year 9, all of the services west of 12th Street will have been replaced. In year 10 the replacements will be focused on replacing the rest of the lead services on the far North side of system. By the end of the 10th year, 2,756 lead services will have been replaced.

After year 14, all of the services north of Broadway will have been replaced. In year 15 the replacements will be focused south of Broadway from 12th Street to the East. By the end of the 15th year, 4060 lead services will have been replaced.

Years 16-20 will stay focused on the areas south of Broadway and east of 12th Street. Work will continue until all unknown services are identified and all lead services are replaced. All of the lead services on the system are scheduled to be replaced by the end of year 20.

In addition to the active lead service lines covered in this plan, the City is aware of several abandoned lead service lines in the distribution system. These services are connected to the water main, but do not extend past the curb stop in the right of way. As replacements are being completed, any inactive services in the area will be removed. All inactive services will be completely abandoned by the end of the 20th year of this plan.

3. Cost and Financing

A. Replacement of Public Side Lead Services

For the purpose of the replacement plan financial analysis, the City made the following assumptions:

- Two hundred seventy (270) services per year will be replaced in years 1 through 19 and the balance replaced in year 20;
- The average public-side replacement cost is \$2,625 per service in year one; the cost will increase annually at 5.0%;
- One hundred (100) inactive lead services will be removed in years 1 through 19 and the balance removed in program year 20;
- The average inactive lead service removal cost is \$1,100 in year one; the cost will increase annually at 5.0%;
- Financing is available through the Illinois EPA's low interest rate loan program; a 20-year repayment term and an annual percentage rate of 2.5% is assumed; and

• The City will assess a monthly charge based upon water meter size to finance the public-side lead service replacements.

Based upon these assumptions, the City will need to finance \$27,752,250 over the 20-year program for replacing the public-side lead services and removing inactive lead service lines. The annual costs, debt service and residential customer charges are summarized in the following table:

	A	ctive Lead :	Service Lines	Inac	tive Lead S	ervice L	ines			Debt Se	rvice	Monthly
Program Year	Qty	Unit Cost	Annual Cost	Qty	Unit Cost		nnual Cost	Total Annual Cost		Annual	Cumulative	Charge per Residential Meter Equivalent
1	270	\$ 2,625	\$ 708,750	100	\$ 1,100	\$	110,000	\$ 818,750	\$	52,400	\$ 52,400	\$ 0.20
2	270	2,775	749,250	100	1,175	\$	117,500	866,750		55,472	107,872	0.35
3	270	2,925	789,750	100	1,250	\$	125,000	914,750		58,544	166,416	0.50
4	270	3,075	830,250	100	1,325	\$	132,500	962,750		61,616	228,032	0.70
5	270	3,250	877,500	100	1,400	\$	140,000	1,017,500		65,120	293,152	0.90
6	270	3,425	924,750	100	1,475	\$	147,500	1,072,250		68,624	361,776	1.10
7	270	3,600	972,000	100	1,550	\$	155,000	1,127,000		72,128	433,904	1.30
8	270	3,800	1,026,000	100	1,650	\$	165,000	1,191,000		76,224	510,128	1.50
9	270	4,000	1,080,000	100	1,750	\$	175,000	1,255,000		80,320	590,448	1.75
10	270	4,200	1,134,000	100	1,850	\$	185,000	1,319,000		84,416	674,864	2.00
11	270	4,425	1,194,750	100	1,950	\$	195,000	1,389,750		88,944	763,808	2.25
12	270	4,650	1,255,500	100	2,050	\$	205,000	1,460,500		93,472	857,280	2.50
13	270	4,900	1,323,000	100	2,175	\$	217,500	1,540,500		98,592	955,872	2.80
14	270	5,150	1,390,500	100	2,300	\$	230,000	1,620,500		103,712	1,059,584	3.10
15	270	5,425	1,464,750	100	2,425	\$	242,500	1,707,250		109,264	1,168,848	3.40
16	270	5,700	1,539,000	100	2,550	\$	255,000	1,794,000		114,816	1,283,664	3.75
17	270	6,000	1,620,000	100	2,700	\$	270,000	1,890,000		120,960	1,404,624	4.10
18	270	6,300	1,701,000	100	2,850	\$	285,000	1,986,000		127,104	1,531,728	4.50
19	270	6,625	1,788,750	100	3,000	\$	300,000	2,088,750		133,680	1,665,408	4.85
20	216	6,975	1,506,600	71	3,150	\$	223,650	1,730,250		110,736	1,776,144	5.20
	5,346	-	\$ 23,876,100	1,971	-	\$:	3,876,150	\$ 27,752,250	\$	1,776,144		

As shown in the table above, a monthly charge of \$5.20 per month per 5/8" meter equivalent will be required to finance the replacement of public-side lead service lines and remove inactive lead service lines. As of May 1, 2024 the base rate for an in-town residential water service (5/8" meter) is \$16.00 per month. The \$5.20 monthly public-side lead service line replacement charge represents a 32.5% increase over the 20-year program, for an average annual increase of 1.5% for the water base charge.

B. Replacement of Private Side Lead Services

For the purpose of the replacement plan financial analysis, the City made the following assumptions:

- Two hundred seventy (270) services per year will be replaced in years 1 through 19 and the balance replaced in year 20;
- The average private-side replacement cost is \$6,375 per service in year one; the cost will increase annually at 5.0%;
- Financing is available through the Illinois EPA's low interest rate loan program; a 20-year repayment term and an annual percentage rate of 2.5% is assumed; and
- The City <u>may</u> assess a monthly charge based upon water meter size to finance the private-side lead service replacements.

	LSL's Replaced - Private Side Debt Service				ervice	Monthly	
Program Year	Qty	Unit Cost	Annual Cost	Annual	Cumulative	Charge per Residential Meter Equivalent	
1	270	\$ 6,375	\$ 1,721,250	\$ 110,160	\$ 110,160	\$ 0.35	
2	270	6,700	1,809,000	115,776	225,936	0.70	
3	270	7,050	1,903,500	121,824	347,760	1.05	
4	270	7,425	2,004,750	128,304	476,064	1.40	
5	270	7,800	2,106,000	134,784	610,848	1.80	
6	270	8,200	2,214,000	141,696	752,544	2.20	
7	270	8,625	2,328,750	149,040	901,584	2.65	
8	270	9,075	2,450,250	156,816	1,058,400	3.10	
9	270	9,550	2,578,500	165,024	1,223,424	3.60	
10	270	10,050	2,713,500	173,664	1,397,088	4.10	
11	270	10,575	2,855,250	182,736	1,579,824	4.60	
12	270	11,125	3,003,750	192,240	1,772,064	5.15	
13	270	11,700	3,159,000	202,176	1,974,240	5.75	
14	270	12,300	3,321,000	212,544	2,186,784	6.40	
15	270	12,925	3,489,750	223,344	2,410,128	7.05	
16	270	13,575	3,665,250	234,576	2,644,704	7.70	
17	270	14,275	3,854,250	246,672	2,891,376	8.45	
18	270	15,000	4,050,000	259,200	3,150,576	9.20	
19	270	15,750	4,252,500	272,160	3,422,736	9.95	
20	216	16,550	3,574,800	228,787	3,651,523	10.65	
•			\$ 57,055,050	\$ 3,651,523			

As shown above, the City projects that \$57 million will be required to replace all private-side lead services, which is over and above the \$27.75 million required for replacement of all public-side lead services and removal of inactive lead services. If the City decides to finance the private-side lead service line replacements and assess a fee to all meters, the required meter charge would be \$10.65 per month per 5/8" residential meter equivalent. This is in addition to the \$5.20 monthly charge described in paragraph 3(A) for the replacement of the

public-side lead service lines and removal of inactive lead service lines. Compared to the May 1, 2024 base rate of \$16.00 per month for an in-town residential water service (5/8" meter), the \$10.65 per month charge represents a 67% increase over the 20-year program, for an average annual increase of 2.7% for the base charge. Likewise, the total of both public-side and private-side charges (\$15.85 per month) represents a 99% increase over the 20-year program, for an average annual increase of 3.7% for the base charge.

C. Measure to Maintain Affordability

As of May 1, 2024, the annual charges for residential in-town water service for 5,000 gallon per month consumption is \$403.75 which is 0.74% of the median household income for Quincy. The additional charges for public-side lead service line replacements and removal of inactive lead services will ultimately add another \$62.40 to the annual cost of water service. By itself, the added cost of replacing public-side lead service lines and removing inactive lead services will not make the City's water service charges unaffordable (greater than 1% of the median household income).

The City has a few options to consider to maintain affordability of the private-side lead service line replacements:

- City may finance the cost of private-side replacements and assess a monthly fee to all customers; or
- City may finance the cost of the private-side replacements and assess a monthly fee only to customers with lead service lines; or
- Property owners may be responsible for the cost of their own private-side replacement with the City offering income-based grants to offset the cost for low- to moderate income residents.

These options, and perhaps others, will be considered by the City as it determines a fair and equitable method of funding the private-side lead service line replacements.

D. Options for Repayment

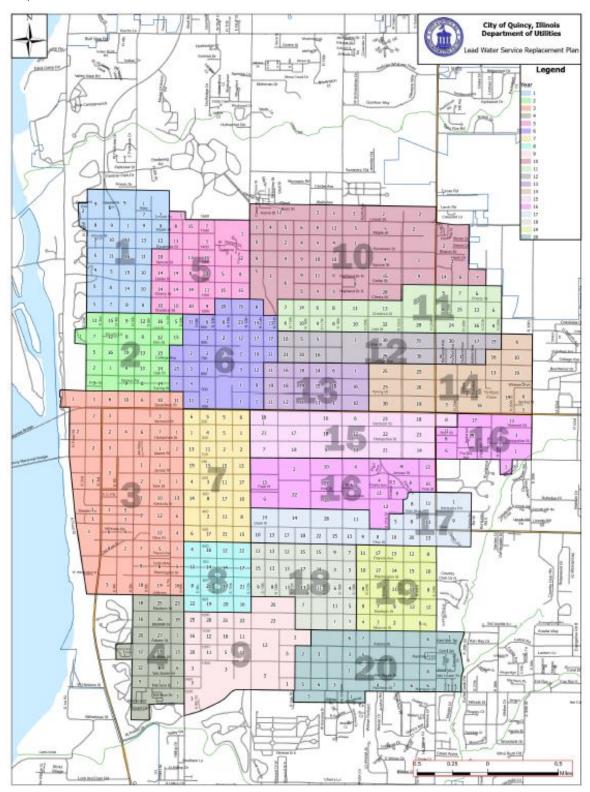
Should the City decide to finance the private-side lead service line replacements and bill the property owner for the cost of the improvements, it may lead to water charges that are not affordable. To address this, the City will consider these options to maintain affordability:

- Assess the lead service replacement cost as part of the property tax bill; this would insulate renters from excessive water service charges; or
- Bill the lead service replacement cost separately from water service charges such that water service would not be terminated for failure to pay the lead service line replacement cost

4. Plan for Prioritizing High-Risk Facilities

The City of Quincy has identified and mapped all of the known preschools, daycare centers, day care homes, group day care homes, parks, playgrounds, hospitals, and clinics in the distribution system. The high-risk facilities with lead or unknown services have been put on a priority list. Unknown services will be identified by potholing at or near the pave box. High-risk services that are lead will be replaced in the first round of replacements.

5. Map of Lead Service Lines



6. Public Notice

The City has been proactive in informing the community about the presence of lead service lines in the distribution system. The first notification letters were sent to residents with lead or unknown service lines in April of 2022. Letters were sent again in September of 2023. Annual notification letters will continue to be sent to inform residents about safe practices as well as update residents about the progress on this replacement plan.

The lead service line inventory is available to the public online via a searchable map. A dashboard that shows what progress that is being made is also available online, as well as more lead safety information and resources. This plan is also available to the public on the City's website.

The City will send out letters giving at least the required 45 days notice before any replacements are initiated. This will give residents and owners a chance to prepare for possible service disruptions. Along with this notice, the City will request access permission for any connections that will need to be completed inside the residence.

Prior to the start of the first year's replacements, the City will reach out to local media partners to help inform residents what to expect. Road closures will be communicated with local emergency services. Filter pitchers will be distributed as the work is being done along with information about best practices for consuming the water following a lead service line replacement. Additionally, information will be given to residents on how to request a follow up sample if desired.

7. Diversity

The City of Quincy will make a good faith effort to use contractors and vendors owned by minority persons, women, and persons with a disability, as defined in Section 2 of the Business Enterprise for Minorities, Women, and Persons with Disabilities Act. The goal is to award at least 20% of contracts to Disadvantaged Business Enterprises.

In order to encourage diversity amount bidders, the City will break contracts into smaller phases to ensure small business contracts will have the ability to qualify. The City will also ask those submitting proposals to indicate if they will be using any Disadvantaged Business Enterprises as subcontractor to complete the proposed project.

The City has as a part of its purchasing processes, public notification requirements. In order to promote more bidders and more diverse bidders, the City will build on the current public notice process to ensure a wide variety of businesses are aware of any advertised request for bid or proposals.

8. Inventory

The City of Quincy's current lead service line inventory is being submitted along with this plan. Since the inventory was last submitted, several lead service lines have been replaced. This accounts for the lower number of lead services.

9. Procedure for Conducting Full Replacement

The City has been using the following procedure to replace service lines as part of public work projects.

- 1. At least 45 days before work is to begin, the City sends notice letters to owners and residents associated with the addresses that have lead services. These letters notify interested parties of potential hazards along with what to expect as work progresses. Sample letters are included as Attachment A. Owners are also sent agreements granting permission to replace the private side of the line if necessary. A sample agreement is included as Attachment B.
- 2. Lines are potholed to determine the material of the private side of the service. Service lines that are determined to be galvanized requiring replacement are put on a list for a plumber to complete the replacement. Any service determined to be galvanized requiring replacement that doesn't have a signed replacement agreement results in a second attempt to contact the owner for permission.
- 3. Before lead services are replaced, filter pitchers and replacement pitchers are distributed to all residences that have lead services. Residents get an informational sheet that describes flushing directions, cleaning aerators, and the importance of using the filters. It also includes information to request a sample 3-6 months after the work is completed. A sample letter is included as Attachment C.
- 4. For any outstanding replacement agreements at least 2 more attempts to gain permission will be performed. This may include door hangers, phone calls, or knocking on the door. Renters will be informed if the owner has not signed the agreement. If after at least 4 attempts through 2 types of communication have failed, or the owner has refused access, the IDPH waiver letter will be sent.
- 5. Lead services will be replaced from the water main to the curb stop. Any private services that were determined to be galvanized requiring replacement will be replaced from the curb stop into the residence to the first valve or at least 18 inches inside the building.
- 6. For any resident that requests a follow-up sample, the City will deliver a bottle and sample instructions to the address 3-6 months after the replacement is complete. Sample results will be reported to the resident and to Illinois EPA.

Attachment A – 45 Day Notice Letters
A-1: Letter to Owner/Occupiers
A-2: Letter to Owners Who Do Not Occupy
A-3: Letter to Renters

A-1: Letter to Owner/Occupiers

XXXXXXX XXXX South XXth Street Quincy, IL 62301

RE: XXth Street Reconstruction Project

Construction work will be taking place on South 12th Street from Jefferson to State Street this Year. Hood Construction of Rushville, IL will be the contractor doing the work for the City of Quincy.

Our records indicate that the water pipe from your residence to the water main may be made of lead. Lead service lines can increase your risk of exposure to lead through drinking water and should be replaced if possible.

Lead can be harmful to humans when ingested or inhaled.

- Lead has been shown to cause delays in physical and mental development.
- Pregnant women are at particular risk for lead exposure.
- Children six years old and younger are very susceptible to the effects of lead.
- Long-term exposure to lead can affect blood pressure and kidney function.

As part of this project, our contractor will replace the service line (if it is found to be lead) from the water main to inside of your house. The cost of this work shall be paid by the City. You will also then receive a water pitcher and filter to use for the six months during and after construction. If you agree to this replacement, please complete and return the enclosed agreement.

This project will also contain new pavement, curb & gutters, and sidewalks.

Please contact our office if you have any questions concerning the water service or the overall project.

Respectfully,

Steve E. Bange, P.E. Engineering Manger

A-2: Letter to Owners Who Do Not Occupy

XXXXXXX XXXX Quincy, IL 62301

RE: South 12th Street Reconstruction Project

Construction work will be taking place on South 12th Street from Jefferson to State Street this Year. Hood Construction of Rushville, IL will be the contractor doing the work for the City of Quincy.

Our records indicate that the water pipe from your residence to the water main may be made of lead. Lead service lines can increase your risk of exposure to lead through drinking water and should be replaced if possible.

Lead can be harmful to humans when ingested or inhaled.

- Lead has been shown to cause delays in physical and mental development.
- Pregnant women are at particular risk for lead exposure.
- Children six years old and younger are very susceptible to the effects of lead.
- Long-term exposure to lead can affect blood pressure and kidney function.

As part of this project, our contractor will replace the service line (if it is found to be lead) from the water main to inside of your house. The cost of this work shall be paid by the City. You will also then receive a water pitcher and filter to use for the six months during and after construction. If you agree to this replacement, please complete and return the enclosed agreement.

A notice will be mailed to the resident(s) living in the building.

This project will also contain new pavement, curb & gutters, and sidewalks.

Please contact our office if you have any questions concerning the water service or the overall project.

Respectfully,

Steve E. Bange, P.E. Engineering Manger

A-3: Letter to Renters

Resident XXXX South 12th Street Quincy, IL 62301

RE: South 12th Street Reconstruction Project

Construction work will be taking place on South 12th Street from Jefferson to State Street this Year. Hood Construction of Rushville, IL will be the contractor doing the work for the City of Quincy.

As part of this project, our contractor will replace the water service line (if it is found to be lead during construction) from the water main to inside of your house. The cost of this work shall be paid by the City. You will also then receive a water pitcher and filter to use for the six months during and after construction.

Lead service lines can increase your risk of exposure to lead through drinking water and should be replaced if possible.

Lead can be harmful to humans when ingested or inhaled.

- Lead has been shown to cause delays in physical and mental development.
- Pregnant women are at particular risk for lead exposure.
- Children six years old and younger are very susceptible to the effects of lead.
- Long-term exposure to lead can affect blood pressure and kidney function.

This project will also contain new pavement, curb & gutters, and sidewalks.

Please contact our office if you have any questions concerning the water service or the overall project.

Respectfully,

Steve E. Bange, P.E. Engineering Manger

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Lead Service Line Replacement Plan

Attachment B – Water Service Replacement Agreement

WATER SERVICE REPLACEMENT AGREEMENT

This Agreement anticipates that a contract will be awarded by the City for the work to be performed under this Agreement.

<u>CONSIDERATION</u> – Each party agrees that the promises made by the other party and the benefits to be derived from their execution are full and sufficient consideration for entering into this Agreement.

THE CITY WILL – (the City promises to):

- 1. Conduct a pre-inspection of the water service line where it enters inside the building and connects to the meter (to determine if the meter setting is correct and if the meter should be replaced). If necessary, either or both of these items will be corrected/replaced at no cost to the undersigned owner of the property and building (the "Owner");
- 2. Have a new non-lead private water service line constructed at <u>City expense</u>, from the curb box in the public right-of-way to the water meter on the Owner's property, including the meter setting and any necessary connections to reset the water meter. The existing private water service line will be disconnected and capped off inside the building;
- 3. Restore the Owner's property disturbed by construction, including sodding of grass areas on the property and interior portions of the building disturbed by such work. However, restoration will not include interior finished work (i.e. woodwork, tiling, carpeting, painting, etc.) or premise plumbing work (including fixtures);
- 4. Require the contractor doing the work to provide adequate insurance to protect the Owner against any loss that may result from damage caused by negligent construction operations on the Owner's property, and to require the contractor to provide the City with proof of such coverage; and
- 5. Guarantee to the Owner that any work done shall be free from defects in material and workmanship for a period of one year from its completion.

THE OWNER WILL – (the Owner promises to):

- 1. Confirm that the Owner(s) is the only owner or owners of the above referenced property;
- 2. Permit temporary access and right of entry to and upon the above-referenced property to the City and the City's designated contractor(s) to perform a pre-inspection as described above, to enable construction and testing of the new private water service line and to enable any needed adjustments, maintenance, or repairs during the guarantee period;
- 3. Provide clear and unobstructed access to the area where the water line enters the basement or crawlspace. This includes the removal of drywall, paneling, fixtures, and carpeting that may obstruct or hide the area where the service line enters the basement or crawlspace;

- 4. Assume full responsibility for the maintenance, repair, and the replacement of the private part of the water service line, located on the above-referenced property, after expiration of the guarantee period. After the end of the guarantee period of one year, the responsibility of each party (City and the Owner) shall be as shown on the diagram below;
- 5. Provide necessary watering and care to the sod installed during restoration of lawn areas; and
- 6. Hold the City of Quincy, its employees, and the City's designated Contractor(s) harmless and free from any claim or liability for damage done in performance of the water service line replacement work.

<u>MISCELLANEOUS TERM</u> – the responsibility of the maintenance, repair, and replacement of the water service located in the public right-of-way will be pursuant to City of Quincy's Water System Rules and Regulations.

Dated this day of	<u>,</u> 2024.
By: Owner - Signature	By: Owner -Signature
Owner - Print Name	Owner - Print Name
	Owner – Phone #
If other than the owner listed above, please provide will be able to grant the contractor daytime access to the Print Name	
Accepted: City of Quincy, Illinois, this day	of, 2023 by:
	Signature

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Lead Service Line Replacement Plan

Attachment C – Informational Notice to be Distributed With Filter Pitchers Prior to Construction

Lead Service Line Informational Notice

IMPORTANT INFORMATION ABOUT YOUR DRINKING WATER

Service Address:

Our water system will soon be doing work that may affect the lead service line at this property, and may affect the lead content of your potable water supply. Lead, a metal found in natural deposits, is harmful to human health, especially young children. The most common exposure to lead is swallowing or breathing in lead paint chips and dust. However, lead in drinking water can also be a source of lead exposure. Lead in water usually occurs through corrosion of plumbing products containing lead; however, disruption (construction or maintenance) of lead service lines may also temporarily increase lead levels in the water supply.

If your service is being replaced, the City can follow up with a sample bottle and instructions for collecting a sample three to six months after the service line is replaced. This sample will confirm that the concentration of lead in your drinking water is at a safe level to drink without further filtering. To request a sample, please call 217-228-7747.

The purpose of this notice is for informational purposes only. While it's not known for certain whether or not this particular construction project will adversely affect the lead concentration in the water in your home, below describes some preventative measures you can take to help reduce the amount of lead in drinking water.

What you can do to reduce lead exposure in drinking water after this construction project:

Use the supplied water pitcher and filters for all drinking, cooking and preparing baby formula.

Run your water to flush out lead. Flushing the water from the pipes for a few minutes before using it should clear the lead from your household plumbing to the kitchen tap. Once you have done this, fill your filtered pitcher with water to use throughout the day.

Use cold water for drinking, cooking, and preparing baby formula. Do not cook with or drink water from the hot water tap; lead dissolves more easily into hot water. Do not use water from the hot water tap to make baby formula.

Clean and remove any debris from faucet aerators on a regular basis. See the back of this handout for more information.

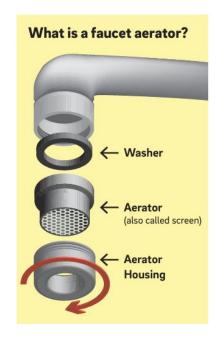
Do not boil water to remove lead. Boiling water will not reduce lead.

Purchase lead-free faucets and plumbing components. Remove all lead plumbing components that may be present in your home.

Test your water for lead. Three to six months after your lead service line is replaced, you may request a sample bottle to collect a sample for lead. Call 217-228-7747 to request a sample kit. Once it is confirmed that the lead concentration in your water is safe to drink, you may return to using your water like normal.

• If test results indicate a lead level above 15 μ g/L (micrograms per liter), you will be notified immediately and bottled water should be used by pregnant women, breast-feeding women, young children, and formula-fed infants.

Please call 217-228-7747 if you have any questions regarding these instructions.



Faucet Aerator Information

An aerator is a device attached to the tip of a faucet. It saves water, filters out debris, and prevents water form splashing. As water flows through the screen, it mixes with air and flows more evenly.

While aerators have many benefits, debris can build up on your aerator, too. It is recommended that you clean the aerator twice each year and after any major plumbing work. If the aerator appears to need frequent cleaning or becomes worn, the aerator may need to be replaced.

Instructions for Cleaning Aerators

You Will Need:	If your faucet has a screw on aerator, follow these easy steps:
• Rag	$\hfill\square$ Place a rag in the sink drain in case you drop any pieces
● Masking Tape	$\hfill\Box$ If you need to use a wrench or pliers, wrap masking tape around the aerator to protect it from scratching.
• Wrench or Pliers	\square Unscrew the aerator.
• Old Toothbrush	$\hfill \square$ Separate each part: aerator housing, aerator, and rubber washer.
• White Vinegar	☐ Remove any visible debris.
• Small Plastic Tub or Bowl	\square Soak the parts in white vinegar for 5 minutes.
 Extra Aerators or washers as needed 	\square Scrub the parts with the toothbrush.
	$\hfill\Box$ If the aerator or washer is in poor condition, replace them.
	\square Put the aerator parts back together.
	\square Screw the aerator back onto the faucet.
	\square Repeat these steps for all faucets.

- o Some faucets have hidden aerators. If you have a hidden aerator, follow the manufacturer's instructions to remove and clean.
- O If you have a water filter attached to a faucet, the faucet will not have an aerator.