

**Water Conservation Checklist**

Water conservation practices	We are doing this	We should do this	We need to evaluate this measure	Not applicable
<b>Building operations</b>				
<ul style="list-style-type: none"> <li>• Install check water meters</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Read all water meters on a regular basis</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Shut off water to unused areas</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Regularly check building for leaks and water waste</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Install water reducing valves if pressure is high</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• To the extent possible quantify water use by each operation</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Where feasible, investigate recycling and re-using water</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Where feasible, investigate rainwater harvesting and use</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Eliminate unnecessary wash downs</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Ensure fire water hoses are not in use</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Toilets and changing rooms</b>				
<ul style="list-style-type: none"> <li>• Repair leaks and plumbing problems</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Use water conserving plumbing fixtures:</li> </ul>				
<ul style="list-style-type: none"> <li>○ Install low-flow showers, taps (or flow controls)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ Install spring loaded taps or taps with sensors</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Adjust plumbing to use the minimum amount of water</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Retrofit old fixtures</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Remind users to conserve</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Kitchens / Cafeterias</b>				
• Look for water waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Install check water meters for large operations (dishwashers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Install water efficient hose water nozzles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Dish washing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Operate equipment only when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Wash only full loads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Use final rinse for pre-washes and waste disposals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Hand scrap dishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Install an automatic shutoff so water does not run when waste disposal is not in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Ice making machines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Control bleed-off from clear ice machines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Ice flake machines usually use less water than ice cube machines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Use air cooled machines where possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Use bleed-off water for condenser cooling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cleaning</b>				
• Ensure fire water hoses are not in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Sweep when you don't have to mop or wash down	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Be sure that hoses have shutoff nozzles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Use high pressure cleaning units in place of hoses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Reduce / Remove chemicals from cleaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>• Use steam cleaners in place of chemicals</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Water conservation practices</b>	<b>We are doing this</b>	<b>We should do this</b>	<b>We need to evaluate this measure</b>	<b>Not applicable</b>
<b>Cooling systems and cooling towers</b>				
<ul style="list-style-type: none"> <li>• Meter and record water use</li> <li>• Never use once through cooling, or reuse the water elsewhere in the building</li> <li>• Use air cooling where feasible</li> <li>• Maximise cycles of concentration for cooling towers by providing efficient water treatment</li> <li>• Establish performance-based specifications when contracting with a cooling tower supplier / water treatment company</li> <li>• Reuse cooling tower effluent where possible</li> <li>• Investigate wet-dry cooling towers</li> <li>• Reuse treated wastewater or other sources of water for cooling tower make-up</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<b>Boilers and heating</b>				
<ul style="list-style-type: none"> <li>• Establish performance-based specifications when contracting with boiler supplier / maintenance contractor</li> <li>• Check steam taps regularly</li> <li>• Reuse steam condensate water and boiler down water where practical</li> <li>• Avoid once-through operations</li> <li>• Meter and record water use</li> <li>• Record water use and check for leaks</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Establish performance-based specifications when contracting with boiler supplier / maintenance contractor</li> <li>• Check steam taps regularly</li> <li>• Reuse steam condensate water and boiler down water where practical</li> <li>• Avoid once-through operations</li> <li>• Meter and record water use</li> <li>• Record water use and check for leaks</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Establish performance-based specifications when contracting with boiler supplier / maintenance contractor</li> <li>• Check steam taps regularly</li> <li>• Reuse steam condensate water and boiler down water where practical</li> <li>• Avoid once-through operations</li> <li>• Meter and record water use</li> <li>• Record water use and check for leaks</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Establish performance-based specifications when contracting with boiler supplier / maintenance contractor</li> <li>• Check steam taps regularly</li> <li>• Reuse steam condensate water and boiler down water where practical</li> <li>• Avoid once-through operations</li> <li>• Meter and record water use</li> <li>• Record water use and check for leaks</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Establish performance-based specifications when contracting with boiler supplier / maintenance contractor</li> <li>• Check steam taps regularly</li> <li>• Reuse steam condensate water and boiler down water where practical</li> <li>• Avoid once-through operations</li> <li>• Meter and record water use</li> <li>• Record water use and check for leaks</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<b>Garden &amp; turf irrigation</b>				
<ul style="list-style-type: none"> <li>• Establish a monthly budget based on plant water needs</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Make sure that automatic irrigation equipment is operating properly</li> </ul>				
<ul style="list-style-type: none"> <li>○ Inspect system regularly to ensure that there are no leaks and that sprinkler heads are not broken off</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ Adjust pressures to the specification for the equipment used</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Water only when needed</li> </ul>				
<ul style="list-style-type: none"> <li>○ Determine water needs based on evapotranspiration needs or soil moisture</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ Water infrequently, but deeply, not everyday for a few minutes</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ Turn off system controller if it has rained or link to rain sensor / gauge</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ Adjust controller times seasonally</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Install timers, soil moisture sensors, and rainfall shutoffs</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Use drip irrigation wherever possible</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Do not over-fertilise or over-prune</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Use heat resistant, drought tolerant plants</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Limit turf areas</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Use mulch around groundcovers, trees and shrubs</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Mow regularly and avoid scalping grass (high cut)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pools and spas</b>				
<ul style="list-style-type: none"> <li>• Use filter backwash for lawn watering / other use</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Cover pools and spas when not in use</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Adjust pool levels to minimise splash out</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Vehicle washing</b>				
<ul style="list-style-type: none"> <li>• Keep records of water used per vehicle washed</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Install equipment that recycles water</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Adjust solenoids, valves, nozzles, and equipment to minimise water use</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Inspect and replace worn jets and parts</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Reduce “show foam” to reduce need for rinse water</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Use high pressure rinses instead of flood arches</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Use chemically compatible washing solutions / waxes to recycle together</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Laundries</b>				
<ul style="list-style-type: none"> <li>• Consider and investigate water use when purchasing equipment</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Use a continuous batch tunnel where volumes of laundry justify one</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Use hot water reuse systems and other water conserving technology where feasible</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Evaluate wash cycles and detergent / chemical formulations for maximum efficiency</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Wash only full loads</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Consider reuse of final wash for pre-wash or other uses</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other water using equipment and operations</b>				
<ul style="list-style-type: none"> <li>• Examine ways to modify existing processes &amp; use alternative processes when replacing units</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Use automatic valves that shut off water when equipment is off</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Consider water use when purchasing equipment</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Use mechanical / oil seals instead of water packing glands on pumps where possible</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Regenerate water softeners only when needed</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Capture reject water from reverse osmosis units and reuse it where feasible</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

