

# Water efficiency checklist

Date of inspection

Premises address \_\_\_\_\_

Employees(s) present \_\_\_\_\_



To assess your current water usage, start by taking a meter reading and submit on your customer portal at [portal.castlewater.co.uk](http://portal.castlewater.co.uk). Regular meter readings help to track your usage and establish any irregular consumption which will indicate whether you are on target to meet your water efficiency goals.

Meter reading:  Date of reading:

## How does your business use water?

	Total number
Taps	<input type="text"/>
Toilets	<input type="text"/>
Showers	<input type="text"/>
Other sources	<input type="text"/>
<input type="text"/>	

## Billing and metering

	Actioned / Yes/No
Check your invoice to make sure you are being billed correctly. <i>Are your meter readings correct?</i>	<input type="text"/>
Is your return to sewer (RTS) allowance correctly set? <i>If you believe the volume of water not returned to sewer exceeds the wholesaler's default, please get in touch.</i>	<input type="text"/>
Is your meter correctly sized for your operations? <i>Larger businesses like hotels and manufacturers require a larger meter to handle the water capacity and pressure.</i> <i>If you have any queries about your billing, speak to a member of our team on webchat at <a href="http://castlewater.co.uk">castlewater.co.uk</a>.</i>	<input type="text"/>

## Efficiency checklist

	Actioned / Yes/No
Are there any leaks on the premises?	<input type="text"/>
Have any water saving devices been installed?	<input type="text"/>
Are your water use processes optimised? <i>i.e. Do they use the correct amount of water for their purpose?</i>	<input type="text"/>
Are there water consumption Key Performance Indicators already set in place?	<input type="text"/>
Have you communicated your water saving targets to your employees? <i>More information on this can be found in the 'Behavioral change' section of the water efficiency guide.</i>	<input type="text"/>