

Site walk around checklist - Water

Date of walkthrough _____

Area inspected _____

Staff present _____

Undertaken (√, X, n/a)	Action required (√, X, n/a)	Date actioned
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Billing

Is your meter correctly sized for your operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your return to sewer allowance correctly set?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your trade effluent agreement reflect your operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Management

Have you set water consumption Key Performance Indicators (KPIs)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you graphically track the development of your KPIs over time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you communicated water savings targets to your staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you compared your consumption against industry best practice benchmarks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you produced a water balance model?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you considered the possibility of using alternative water sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Metering

Does your metered consumption cohere with 'sanity checks' of your operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have sub-meters on your key water using processes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your meter reveal a 'baseline flow' (indicative of leakage) when site is inactivate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Efficiency

Are there any visible leaks around the site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are processes optimised (are they using just enough water for their purpose)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you discussed water efficiency with your cooling tower service contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you discussed water efficiency with your boiler service contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you discussed water efficiency with your cleaning contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are landscaped areas planted for low water use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you clean floor surfaces in a water efficient way (sweeping rather than hosing)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you use trigger sprays where possible for washing floors and vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are amenity taps low flow (aim for 4 - 6 litres per minute)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are showers low flow (aim for 8 - 10 litres per minute)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are toilets efficient (aim for 4 - 6 litres per flush)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are urinals efficient (controlled flushes vs. flushes on timers)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1 Further information is available in Castle Water's other Water Efficiency documents, including Billing, The Open Water Market, and SME Water Efficiency Guide