

Water saving in your workplace Checklist



	✓	Comments
Water management policy		
Is water management included in your organisation's environment policy?		
Is there at least one designated member of staff responsible for monitoring water use?		
Do you have an action plan?		
First steps		
Do you keep a record of your water bills?		
Do you have submetering?		
Have you constructed a water balance?		
Monitoring		
Do you take regular water meter readings to monitor patterns of use?		
Do you conduct regular leak checks?		
Do you regularly check all water using appliances?		
Is attention focussed on high use areas?		
Is attention focussed on hot water use?		
Are water saving measures implemented?		
Have water saving devices such as save a flushes been installed in cisterns?		
Are all urinal controls operating correctly?		
Have low flow/spray taps been installed?		
Have showers been fitted with low flow showerheads or flow regulators?		
Are washing machines and dishwashers AAA rated?		
Have hoses been fitted with a trigger gun?		
Have you reviewed water use processes?		
Have water butts been installed where water is used outdoors?		
Have pipes been lagged to protect against frost damage?		
Could any 'waste/grey' water be reused?		
Staff awareness		
Are staff aware of the importance of saving water?		
Are there reminders in the office? Such as posters or emails.		
Are any savings achieved communicated or announced to staff?		

Useful webpages

www.wessexwater.co.uk •
 www.wessexwatershop.co.uk •
 www.waterwise.org.uk •
 www.wrap.org.uk