

Quick checklist for business

Waterwise Business Checklist

Use this checklist for a quick reference check on your current water conservation practices.

Water conservation practices	We are doing this	We should do this and will evaluate	N/A	Comments
Short term actions				
Check water meters are working property for accurate daily / weekly water usage measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Put up signage (e.g. turn taps off, check for and report leaks, use the half flush)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Amenity areas				
Undertake due leak tests on toilet cisterns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detect and repair all leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fit cistern weights to single flush toilets to reduce the flush volume or modify the float arm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check timings and volumes of automatic flush urinals to ensure they do not operate outside business hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Install tap aerators or tap flow control valves to vanity basins and kitchen sinks. Recommended flow rate is no more than 9L/minute	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Install water efficient shower-heads or shower control valves. Recommended flow rate for showers is no more than 9L/min	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heating and cooling systems				
Turn off air conditioner cooling systems when not required (outside business hours)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Manage cooling systems in accordance with manufacturer recommendations to minimise water use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Optimise blowdown/bleed-off control on boilers and cooling towers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure fire water hoses are not in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Avoid once-through heating and cooling systems.				
Increase concentration cycles for air conditioning cooling towers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Regularly check the seal and float valve unit in the mark-up line to the tower for wear and correct setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Regularly check the seal in the cooling system circulating pump for leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outdoor water use				
Check to make sure you are aware of the current water restrictions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sweep or use garden blowers on paved areas instead of hosing (unless required due to occupational health and safety)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Be sure hoses have shut-off / trigger nozzles	<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"/>	
Establish monthly water budget based on plant water needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Make sure automatic irrigation equipment is operating properly <ul style="list-style-type: none"> • Inspect system regularly to ensure there are no leaks and sprinkler heads are not broken • Adjust pressures to the specification for the equipment used 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Water only when needed <ul style="list-style-type: none"> • determine water needs based on soil moisture • check sprinklers water the garden and not the street or path • turn off system controller if it has rained or link to a rain sensor/gauge 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Install timers, soil moisture sensors, and rainfall shut-offs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use drip irrigation where possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do not over fertilise or over prune	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use heat resistant drought tolerant plants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Limit turf areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use mulch around ground covers, trees and shrubs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mow regularly and avoid scalping grass (high cut)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Repair or replace leaking hoses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Pool and spa areas				
Use a pool cover to reduce water loss due to evaporation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check for and repair any leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assess the filter backwash schedule to ensure it allows for water efficiency without compromising patron health and safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Keep heated pools to a minimum temperature to reduce evaporation that results from heated water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle / car washing				
Check the direction and timing of sprays on automatic car washers are set properly and programed to switch off when no longer in contact with a vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Limit the number of spray nozzles and their flow rate and pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Place timers and shut-off valves on vehicle washers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Long term actions				
Amenity areas				
Consider sensor activated taps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Consider replacing single flush toilets with dual flush	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Replace cistern seal rubbers before leaks occur	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Consider rainwater collection and supply for toilet flushing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Replace automatic flush urinals with low flush valve operated urinals, waterless urinals or low flush manual operated urinals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Upgrade to 5 star rated dishwasher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Purchase appliances according to the Water Efficiency Labelling Scheme (WELS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heating and cooling systems				
Eliminate 'once through' cooling of equipment to recycling water flow to cooling tower or replacing with air-cooled equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure water pipes are well insulated to avoid wasting water while waiting for it to heat up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle washing / car washing				
Install a recycling system that allows wash water to be re-used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Retrofit existing car washers with filters, storage tanks and high pressure pumps to recycle water on-site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Install automatic shut-off valves on manual hoses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sweep carwashing areas/bays before cleaning them with a high-pressure hose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Consider collecting rainwater for washing vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outdoor water use Collect rainwater, cooling tower bleed-off and/or fire system test water for re-use on landscaping if higher end uses are not feasible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Collect rainwater for watering outdoor and indoor plants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Pool and spa areas Collect, treat and re-use backwash water to top up pools and to irrigate nearby landscape areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Collect rainwater to top up swimming pools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintenance and Repairs Develop a maintenance schedule for checking leaks and undertaking repairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Develop a policy to ensure when a fitting or fixture requires replacement it is replaced with the most water efficient options ensuring it does not compromise on other resources ie. energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

References

1. DDPEA FY04-10 (August 2002) - North Carolina Division of Pollution Prevention and Environmental Assistance
2. Handbook of Water Use and Conservation - amy Vickers, 200, Amherst, MA
3. Extract from Water Secure Checklist 7, Barwon Water

