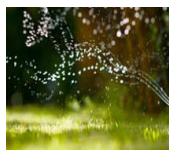


# Quick Checklist for Business



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
<b>Short Term Actions</b>				
Check water meters are working properly for accurate daily/weekly water usage measures				
Put up signage - turn taps off, check for and report leaks, use the half flush.				
<b>Amenity Areas</b> Undertake due leak tests on toilet cisterns				
Detect and repair all leaks				
Fit cistern weights to single flush toilets to reduce the flush volume or modify the float arm				
Check timings and volumes of automatic flush urinals to ensure they do not operate outside business hours				
Install tap aerators or tap flow control valves to vanity basins and kitchen sinks. Recommended flow rate is no more than 9L/minute				
Install water efficient showerheads or shower control valves. Recommended flow rate for showers is no more than 9L/min				
<b>Heating and cooling systems</b> Turn off air conditioner cooling systems when not required (outside business hours)				
Manage cooling systems in accordance with manufacturer recommendations to minimise water use				
Optimise blowdown/bleed-off control on boilers and cooling towers				

# Quick Checklist for Business continued



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
Ensure fire water hoses are not in use				
Avoid once-through heating and cooling systems.				
Increase concentration cycles for air conditioning cooling towers				
Regularly check the seal and float valve unit in the mark-up line to the tower for wear and correct setting				
Regularly check the seal in the cooling system circulating pump for leaks				
<b>Outdoor water use</b> Check to make sure you are aware of the current water restrictions				
Sweep or use garden blowers on paved areas instead of hosing (unless required due to Occupational Health and Safety)				
Be sure hoses have shut-off/trigger nozzles				
Use high-pressure cleaning units in place of hoses				
Establish monthly water budget based on plant water needs				
Make sure automatic irrigation equipment is operating properly <ul style="list-style-type: none"> <li>Inspect system regularly to ensure there are no leaks and sprinkler heads are not broken</li> <li>Adjust pressures to the specification for the equipment used</li> </ul>				
Water only when needed <ul style="list-style-type: none"> <li>determine water needs based on soil moisture</li> <li>check sprinklers water the garden and not the street or path</li> </ul>				

# Quick Checklist for Business continued



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
<ul style="list-style-type: none"> <li>turn off system controller if it has rained or link to a rain sensor/gauge</li> </ul>				
Install timers, soil moisture sensors, and rainfall shut-offs				
Use drip irrigation where possible				
Do not over fertilise or over prune				
Use heat resistant drought tolerant plants				
Limit turf areas				
Use mulch around ground covers, trees and shrubs				
Mow regularly and avoid scalping grass (high cut)				
Repair or replace leaking hoses				
<b>Pool and Spa areas</b> Use a pool cover to reduce water loss due to evaporation				
Check for and repair any leaks				
Assess the filter backwash schedule to ensure it allows for water efficiency without compromising patron health and safety				
Keep heated pools to a minimum temperature to reduce evaporation that results from heated water				
<b>Vehicle /car washing</b> Check the direction and timing of sprays on automatic car washers are set properly and programmed to switch off when no longer in contact with a vehicle				
Limit the number of spray nozzles and their flow rate and pressure				
Place timers and shut-off valves on vehicle washers				

# Quick Checklist for Business continued



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
<b>Long Term Actions</b>				
<b>Amenity areas</b>				
Consider sensor activated taps				
Consider replacing single flush toilets with dual flush				
Replace cistern seal rubbers before leaks occur				
Consider rainwater collection and supply for toilet flushing				
Replace automatic flush urinals with low flush valve operated urinals, waterless urinals or low flush manual operated urinals				
Upgrade to 5 star rated dishwasher				
Purchase appliances according to the Water Efficiency Labelling Scheme (WELS)				
<b>Heating and Cooling Systems</b>				
Eliminate 'once through' cooling of equipment to recycling water flow to cooling tower or replacing with air-cooled equipment				
Ensure water pipes are well insulated to avoid wasting water while waiting for it to heat up				
<b>Vehicle Washing / Car Washing</b>				
Install a recycling system that allows wash water to be re-used				
Retrofit existing car washers with filters, storage tanks and high pressure pumps to recycle water on-site				
Install automatic shut-off valves on manual hoses				
Sweep carwashing areas/bays before cleaning them with a high-pressure hose				

# Quick Checklist for Business continued



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

<b>Water Conservation Practices</b>	<b>We are doing this</b>	<b>We should do this and will evaluate</b>	<b>N/A</b>	<b>Comments</b>
Consider collecting rainwater for washing vehicles				
<b>Outdoor water use</b> Collect rainwater, cooling tower bleed-off and/or fire system test water for re-use on landscaping if higher end uses are not feasible				
Collect rainwater for watering outdoor and indoor plants				
<b>Pool and spa areas</b> Collect, treat and re-use backwash water to top up pools and to irrigate nearby landscape areas				
Collect rainwater to top up swimming pools				
<b>Maintenance and Repairs</b> Develop a maintenance schedule for checking leaks and undertaking repairs				
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				

## 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