



Be Waterwise

Reduce the Use

WATER CHECKLIST: Review your water conservation practices and plan ahead

Water conservation tips for your workplace or community facility	We do this now	We will review	N/A	Need to follow- up
ACTIONS – What can I do now?				
General review				
Check water meters are working properly and monitor use	☐	☐	☐	☐
Install signage to encourage water conservation	☐	☐	☐	☐
Ensure fire water hoses are not used for general activities	☐	☐	☐	☐
Amenity areas				
Check toilet cisterns for leaks and repair as required	☐	☐	☐	☐
Use cistern weights to reduce volume in single flush toilets	☐	☐	☐	☐
Adjust timings and volumes of automatic flush urinals	☐	☐	☐	☐
Install tap aerators or tap flow control valves	☐	☐	☐	☐
Install water efficient showerheads or shower control valves	☐	☐	☐	☐
Heating and cooling systems				
Turn off air conditioner cooling systems when not required	☐	☐	☐	☐
Check blowdown/bleed-off control on boilers and cooling towers	☐	☐	☐	☐
Increase concentration cycles for air conditioning cooling towers	☐	☐	☐	☐
Check the seal and float valve unit for wear. Review settings.	☐	☐	☐	☐
Check the cooling system pump for leaks	☐	☐	☐	☐
Outdoor water use				
Install signage to increase awareness of water restrictions	☐	☐	☐	☐
Inspect, repair or replace any leaking pipes and outdoor taps	☐	☐	☐	☐
Sweep or use garden blowers on paved areas instead of hosing (<i>unless required to meet occupational health and safety standards</i>)	☐	☐	☐	☐
Attach trigger nozzles to all hoses (<i>permissible uses only</i>)	☐	☐	☐	☐
Use high pressure cleaning units in place of hoses (<i>permissible uses only</i>)	☐	☐	☐	☐
Review options to meet plant water needs when maintaining gardens	☐	☐	☐	☐
Use mulch around ground covers, trees and shrubs	☐	☐	☐	☐
Adjust times for automatic irrigation equipment (e.g. sporting fields). Turn off timers when water is not required	☐	☐	☐	☐
Ensure hard surfaces are not being watered	☐	☐	☐	☐
Pool and spa areas				
Use a pool cover to reduce water loss due to evaporation	☐	☐	☐	☐
Check for and repair any leaks	☐	☐	☐	☐
Check the filter backwash schedule and adjust if possible	☐	☐	☐	☐
Keep heated pools to a minimum temp to reduce evaporation	☐	☐	☐	☐
Vehicle washing				
Limit the number of spray nozzles, their flow rate and pressure	☐	☐	☐	☐
Place timers and shut-off valves on vehicle washers	☐	☐	☐	☐
Use rainwater to wash vehicles where required	☐	☐	☐	☐



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Reduce the Use

Water conservation tips for your workplace or community facility	We do this now	We report to staff	N/A	Listed in asset register
How can I plan for the future?				
General review				
Schedule daily or weekly water meter reads and share information with staff and management to monitor trends	☐	☐	☐	☐
Maintain signage to encourage water conservation (e.g. <i>turn off the tap</i>)	☐	☐	☐	☐
Schedule fire water hose testing dates	☐	☐	☐	☐
Develop a roster for checking leaks and undertaking repairs	☐	☐	☐	☐
Gauge interest in staff being “water champions” to assist water monitoring and sharing of information	☐	☐	☐	☐
Amenity areas				
Install sensor activated taps where appropriate	☐	☐	☐	☐
Retrofit toilet cisterns with more water efficient models	☐	☐	☐	☐
Review capacity to collect rainwater for the purpose of toilet flushing	☐	☐	☐	☐
Replace automatic flush urinals and low flush valve operated urinals, waterless urinals or manual operated urinals	☐	☐	☐	☐
Schedule appliance replacement e.g. dishwashers and washing machines and identify best products using the Water Efficiency Labelling Scheme (WELS)	☐	☐	☐	☐
Heating and cooling systems				
Investigate recycling water flow to cooling tower or replacing with air-cooled equipment to eliminate ‘once through’ cooling of equipment processes	☐	☐	☐	☐
Insulate water pipes to reduce water use while waiting for it to heat up	☐	☐	☐	☐
Schedule regular inspections of cooling system pumps and seals	☐	☐	☐	☐
Outdoor water use				
Install automatic shut-off valves on manual hoses	☐	☐	☐	☐
Collect rainwater and water from cooling tower bleed-off for re-use on landscaping	☐	☐	☐	☐
Review garden design and layout – group plants with similar water needs, and reduce lawn areas	☐	☐	☐	☐
Pool and spa areas				
Collect, treat and re-use backwash water where possible	☐	☐	☐	☐
Collect rainwater to top up swimming pools	☐	☐	☐	☐
General and vehicle washing				
Install a recycling system that allows wash water to be reused	☐	☐	☐	☐
Retrofit existing car washes with filters, storage tanks and high pressure pumps to recycle water on-site	☐	☐	☐	☐
Install rainwater tanks to provide water for washing vehicles	☐	☐	☐	☐