

checklist

Water Audit Data Collection Sheet

This data collection sheet is designed to assist auditors during assessments. Some items may not be applicable for all assessment situations or conditions.

ASSESSMENT INFORMATION	
Company Name	
Date of Assessment	
Address	
Phone #	
Fax #	
Lead Assessor	
Company Contact Person/Title	
Email Address	
Assessment Team Leader	
Assessment Objectives (List Special Concerns)	

BACKGROUND INFORMATION ABOUT WATER USE

Average water use/bill (for previous year)

Average water use/bill (for year before last)

Size and location of meter(s)

Primary water source

Secondary water source

Should credit be obtained for water that does not go to the sewer?
(cooling towers, landscaping)

Is an additional meter required to monitor water not being seweraged?

WATER BALANCE AND COSTS

Source of water use	Gallons per Year (est.)	Percent of Total	Water Cost (\$/yr)	Sewer Cost (\$/yr)	Energy/Other Costs (\$/yr)
Domestic					
Heating/cooling					
Rinsing/cleaning					
Landscaping					
Unaccounted for					
Total:					

WATER BALANCE AND COSTS

Number of Employees

Shifts Per Day

Operating days/week

Size of and type of plant (sq. ft.)

Business type (manufacturing, college, office, etc.)

If manufacturing, list products and annual production rate

If service or institutional sector, list clients, occupancy rates, meals served per year, etc.

Current and past water efficiency program measures (policies, training, awareness and goals)

SYSTEM PARAMETERS	
Number, types and sizes of buildings at complex	
Grounds (approximate size in acres)	
Garages/motor pool/support buildings (approx. sq. ft.)	
On-site water treatment description, rate and costs	
Wastewater treatment description, rates and operating costs	
Notes	
WATER USED IN MANUFACTURING PROCESSES	
Volume used directly in product, per year	
Description of water used in processing	
Volume used in production (i.e., packaging)	
Notes	
WASHING, RINSING AND SANITATION	
Volume used in cleaning, rinsing and sanitation	
Description of washing and sanitation processes	
Number of mop sinks, etc	
Have improved rinsing techniques (such as counter-current systems, conductivity flow controls, improved spray nozzle/pressure rinsing, etc.) been considered?	
Are "dry clean-up" practices used instead of hosing down and first-pass pre-cleaning conducted with squeegees, brushes or brooms?	
Is water cut off when not in use by flow timers, limit switches or manually?	
Notes	
COOLING AND HEATING	
Description of cooling tower evaporative coolers (rated tonnage, types and uses)	
Water rate used in cooling towers and equipment	
Is condensate being reused?	
Description of once-through cooling requirements	
Volume used in once-through cooling (air conditioners, air compressors, vacuum pumps, rectifiers, hydraulic equipment, degreasers, etc.)	

Or has once-through cooling water for these uses been eliminated through use of chill-ers, cooling towers or air-cooled equipment?	
Has blow-down bleed-off control on boilers and cooling towers been optimized?	
Notes	

DOMESTIC USE

Toilets (number, type and tank volume)	
Urinals (number and volume)	
Lavatory sinks (number and estimated flow)	
Showers (number and estimated flow)	
Are code-conforming commodes (1.6 gpf), faucet aerators (0.5-1.0 gpm) and low-flow showerheads (2.5 gpm) in use?	
Notes	

LANDSCAPING/OUTDOOR USE

Landscape irrigation (estimated gallons per unit of time)	
Acreage/square footage landscaped and description	
Watering/irrigation system techniques and schedule	
Are low-flow sprinklers, trickle-drip irrigation, optimized watering schedules and water placement, preventive maintenance and xeriscaping techniques in place?	
Notes	

KITCHEN	
Kitchen faucet/pre-rinse sprayers [number and flow rate (gpm)]	
Icemakers, air-or water-cooled and water usage	
Garbage disposals in use?	
Are "electric eye" sensors for conveyor dishwashers installed?	
Have new and water- and energy-efficient dishwashers been considered for future purchase?	
Notes	
OTHER USES, LEAKS AND UNACCOUNTED-FOR WATER	
List any quantifiable leaks and estimated rates	
Any other miscellaneous uses of water (car washes, wet scrubbers, ornamental ponds, dust control, etc.)	
Notes	
ADDITIONAL NEEDS	
Factors that could affect, increase or decrease water use	
Any other major opportunities and assessment opportunities revealed, including: <ul style="list-style-type: none"> - Energy Efficiency - Lighting - Heat Recovery - Solid Waste Reduction - Pollution Prevention 	
Notes	